HUDSON COUNTY COMMUNITY COLLEGE

Radiography Program

2027 – 2028 Cohorts

STUDENT HANDBOOK

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WELCOME

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/Guidelines Manual was written to help guide you through your two years. The guidelines are based on over fifty-seven years' experience educating students. The guidelines were written in order to clarify the academic and clinical portions of the program. Students will be notified of any changes in guidelines 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.

Please also refer to the Hudson County Community College Handbook for additional guidance.
https://www.hccc.edu/student-success/student-resources/student-handbook.html

Sincerely,

The Radiography Program

Adopted 6/15; rev.9/15;1/16; 3/16; 5/16; 7/16; 8/17; 5/18; 5/19; 4/20; 4/21; 6/22; 5/23;4/23; 5/24; 5/25; 5/26

MISSION STATEMENT OF THE RADIOGRAPHY PROGRAM

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 student centered. The program's mission is to produce competent, caring, and responsible Radiography 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 effectively
   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; 1.3.

CONTACT INFORMATION

1.	**Cheryl Cashell, MS, RT(R)(M)(QM)** ccashell@hccc.edu	**Program Director** 201.360.4782
2.	**Inez Cruz, MPH, RT(R)(M)** icruz@hccc.edu	**Clinical Coordinator/Assistant Professor** 201.360.4781
3.	**Saly Daoud,** sdaoud@hccc.edu	**Didactic and Clinical Instructor** 201.360.4783
4.	**Kathleen Rodriguez** krodriguez@hccc.edu	**Administrative Assistant** **201.360.4784**
5.	**Jeydi Gonzalez**	**Office Assistant** 201.360.4786
6.	FAX	201.420.7513

Program Staff Resources

1. Program Director
2. Clinical Coordinator/Radiography Instructor
3. Adjunct Clinical Instructor and/or Radiography Instructor
4. Administrative Assistant

PART A: ATTENDANCE

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

A 1. CLINICAL AND CLASS ASSIGNMENTS (Clinical time may be subject to change based on program needs)

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 are any additional changes to the schedule.

CLINICAL ASSIGNMENTS

In order for students to finish their clinical competency assessments, clinical assignments are planned to give them the chance to interact with a variety of patient demographics, facilities, and radiography tests. The Radiography Program is a 24-month clinical education program that is competency-based. Monthly or two-week assignment patterns are used in the schedules.

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.

CLINICAL DISTANCE

1. Mileage from H.C.C.C. 870 Bergen Avenue, Jersey City, NJ to:
   Bayonne University Hospital is 6 miles
   Hoboken University Hospital is 4 miles
   Hackensack Radiology-Clifton is 12.3 miles
   Hackensack Radiology-Hoboken is 2.7 miles
   Hackensack Radiology-Oradell is 21.5 miles
   Jersey City Medical Center is 2.2 miles
   JCMC-Town Square is 2.3 miles
   JCMC- Jersey Avenue is 2.2 miles
   JCMC- Colony Plaza is 2.0 miles
   Lenox Hill Radiology is 7.9 miles
   New Jersey Imaging Network-Bayonne is 7.0 miles
   New Jersey Imaging Network-Hoboken is 3.2 miles
   New Jersey Imaging Network-Montclair is 16.4 miles
   New Jersey Imaging Network-Nutley is 10 miles
   New Jersey Imaging Network-Jersey City is 0.5 miles
   New Jersey Imaging Network-Union City is 3.8 miles
   New Jersey Imaging Network-West New York is 6.3 miles
   Richmond University Medical Center is 10 miles

(Future Sites)

2. **Students must have current BLS CPR for Healthcare Professionals card or cannot be in clinical. Personal time will be deducted until BLS CPR for Healthcare Professionals status is current. *Renewal must occur 1 month BEFORE expiration date.* New students will get their 2-year BLS CPR for Healthcare Professionals in September.**

A 2. CLINICAL ATTENDANCE

1. The students must "clock in" and "clock out" using their Trajecsys login credentials. Time documentation is done using the Trajecsys clock.
2. Failure to "log/clock in" could result in a deduction of the day's attendance credit. Any student who clocks in and/or out for another student could face disciplinary action.
3. Students are not permitted to switch or vacate their assigned clinical rooms without permission from the program or the clinical/designated instructor.
4. Any student who has left their clinical assignment early for the day will forfeit a ½ day of their personal time and may be asked to leave clinical upon program discretion incurring the loss of a ½ day. Any other similar infractions will result in further disciplinary measures.
5. Lunch Hour: 11:30 a.m. to 12:15 p.m.
   To prevent a delayed return, the student should eat lunch at or near the site to which they are assigned. If a student needs to eat lunch later than planned, they must email the faculty including program personnel *before* doing so. Program staff will determine the duration of the lunch break based on the time of late lunch departure.
   *Optional Break Time: Students may take a 15-minute break in the morning.

6. Calling out/absent: Students are required to email **all** full-time program staff to krodriguez@hccc.edu, ccashell@hccc.edu, icruz@hccc.edu, sdaoud@hccc.edu and Office Assistant. **Efforts to notify the program should be no later than 7:30 a.m. *The student's assigned clinical assignment must be included in the email.* This allows the program to coordinate changes with the program faculty assigned at the clinical sites.** Communicating via slack is not allowed.
7. Each semester, students are granted two (2) personal days (banked days) for clinical; these days cannot be used for class.
8. The CEPE-Clinical Practicum grade is impacted by excessive absenteeism. If a student uses more clinical time than their personal (banked) or earned days, they will need to make up any extra time missed each semester.

Clinical Tardiness: If running late, the student should make an effort to notify the program no later than 7:30 a.m. Students are required to email **all** full-time program staff: krodriguez@hccc.edu, ccashell@hccc.edu, icruz@hccc.edu, sdaoud@hccc.edu and Office Assistant or call 201-360-4784 no later than 7:30am. Communicating via slack is not allowed.
Since tardiness impacts the workforce, demonstrates a bad work ethic, and hinders the appropriate delivery of patient care, it is unacceptable in any health professional setting.

The Clinical Practicum grade will be impacted by tardiness, which will be recorded and reported in the Clinical Education Performance Evaluation (CEPE). Prior to a grade decrease on the CEPE grade, students are permitted two clinical tardiness days every semester.

The following is the schedule for documenting lateness, including the day of lateness, that must be finished within the next three clinical days:

1. Lateness occurring between 7:46 and 8:00, there is no need for make-up time. However, lateness is still documented.
2. Lateness occurring between 8:01 and 8:15, require ½ an hour of make-up time.
3. Lateness occurring between 8:16 to 8:45, require 1 full hour of make-up time.
4. Students who arrive after 8:45 will **not** be permitted to remain at clinical and will forfeit one day from their bank.
5. Tardiness which exceeds 6 per semester, on the 7th tardy it will require a ½ hour make-up time, even if it is less than fifteen minutes, for each consecutive tardiness.
6. Make-up time at the authorized clinical site must be completed by 4 PM.

A 3. NOTIFICATION OF ABSENCE & UNEXCUSED ABSENCES

1. CLINICAL: If a student is not attending clinical for any reason, they are required to email **all** full-time program staff to krodriguez@hccc.edu, ccashell@hccc.edu, icruz@hccc.edu, sdaoud@hccc.edu and Office Assistant. **Efforts to notify the program should be no later than 7:30 a.m. *The student's assigned clinical assignment must be included in the email.***
Clinical Lateness *Maximum 1hour lateness is allowed.* Morning HALF DAY Sick call out is NOT permitted. Written documentation for failure to communicate could follow and Clinical Education Performance Evaluation (CEPE) grade may be affected. Student should make an effort to notify the program no later than 7:30 a.m. Students are required to email **all** full-time program staff: krodriguez@hccc.edu, ccashell@hccc.edu, icruz@hccc.edu, sdaoud@hccc.edu and Office Assistant or call 201-360-4784 no later than 7:30am. Communicating via slack is not allowed.
2. CLASS: If a student is not attending class for any reason, they must notify the program no later than 8:30 a.m. Students are required to email **all** full-time program staff: krodriguez@hccc.edu,

ccashell@hccc.edu, icruz@hccc.edu, sdaoud@hccc.edu and Office Assistant or call 201-360-4784 no later than 8:30am. Communicating via slack is not allowed.
Communicating via slack is not allowed.

3. In the event a student fails to notify the program regarding clinical duty it will be documented; repeated behavior may result in written warning notices and will result in point deduction of the communication section in the Clinical Education Performance Evaluation (CEPE) grade.

4. **Unexcused Absences**: if a student fails to notify the program regarding an absence for 3 or more 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/LAB ATTENDANCE: Absences and Tardiness

1. If running late for class, the student should make an effort to notify the program no later than 7:30 a.m. Students are required to email all full-time program staff : krodriguez@hccc.edu, ccashell@hccc.edu, icruz@hccc.edu, sdaoud@hccc.edu and Office Assistant or call 201-360-4784 no later than 7:30am. Communicating via slack is not allowed.
2. Student absent on a test day, will be scheduled to take the exam on their return day, regardless if it is a class or clinical day. Test grades will be no higher than 80%.
3. If student fails to take missed tests on their returning day, test grades will be no higher than 75%. (ex. fails to report to classroom and report to clinical instead)
4. If the student arrives later on that class day to take the missed tests, each test will be no higher than 80% and be taken at the end of the class day.
5. A student is allowed one (1) absence from a course per semester before the final average is affected. More than one absence from a course will result in a 1-point deduction from your final average for each additional absence. You are responsible to obtain the work covered in class, e.g. assignments, test schedule.
6. Personal days cannot be requested on class days during the academic calendar year.
7. Due to the low stakes on an average, quizzes will not be allowed to be made up if absent on day quiz, except for Jury Duty with submission of paperwork prior to performing jury duty and bereave with proper documentation submitted.
8. Laboratory Demonstration attendance: All students are required to be fully present during the entire lab demonstration sessions in the Radiographic Imaging courses. If for any reason a student is not present during lab demonstrations, the student will not be able to be labbed for laboratory evaluations. It is the student's responsibility to communicate effectively with the Clinical Coordinator to re-schedule a lab demonstration prior to lab clearance.

Class Tardiness/Early Departure:

1. Students are allowed two (2) lateness for a course per semester before the final average is affected. If a student is late more than 2 times for any Course class, 1 point will be deducted from the final grade for each subsequent lateness of that course class.
2. If a student is late for a test or a quiz, the student will start when they arrive and will not be given extra time to complete the test or quiz.
3. If a student arrives after a quiz has been completed, a zero (0) will be given for the quiz. If requested the quiz may be reviewed to enhance knowledge.
4. If a student leaves or need to leave class early, they must inform the program faculty/staff. It is also their responsibility to obtain the information missed. Exams of any kind cannot be taken early due to the departure.
9. We do not give permission, but understand there may be situations where a student needs to leave class early. Due to the nature of the program for labs and other instruction the student are

required to email **all** full-time program staff: krodriguez@hccc.edu, ccashell@hccc.edu, icruz@hccc.edu, sdaoud@hccc.edu and Office Assistant before they leave class early. Communicating via slack is not allowed.

5. If the student does not inform the program either verbally or email in a timely fashion the student may be marked late for the class.

A 5. ALLOWABLE ABSENCE/MAKEUP TIME/MEDICAL CLEARANCE

The program period is 24-months and the student are given the following time allotment.

1. Two personal days (banked days) each semester is 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.
2. Personal (banked) days can be carried over to 2nd & 3rd semesters only. From 3rd semester in 4th semester, two (2) days may be requested to convert to earned days. Senior year personal days one (1) day per semester may be converted to an earned day.
3. 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 banked days per semester allotment has been depleted. Earned days do not expire and can be carried over into subsequent semesters.
4. Excessive absenteeism can result in the student's dismissal (see F3- Student Code of Conduct)
5. **Medical clearance**: Students absent for 3 or more consecutive days must provide doctor's note to return to program. Students requiring medical clearance for clinical must provide doctor's note for that illness or condition and it must be without restrictions. 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 may require an updated medical physical form to be approved by clinical sites' Employee Health department before student can return to clinical education.
6. 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.
7. Clinical excused absence, due to illness: Student must first use their banked and earned time available for the semester. If a student calls out for the day and is seen in person at a medical facility for that illness, they may provide a note and the sick day will be converted to a personal day. As sick time affects the CEPE grade, this conversion saves the points in the Attendance section.
    a. Dr. appointment must be in person. Telehealth notes will not be accepted.
    b. Date of appointment must be the day or day before absence.
8. If a student has no available time left for the semester, only two (2) excused absences may be granted with documentation in the semester.
9. If a student goes over their regular and excused time, they will need to makeup the time, when program faculty is available during the semester breaks.
10. Clinical excused absence, due to injury/medical. Student must first use their banked and earned time available for the semester for clinical. Subsequent time may be excused, on a case-by-case basis.
    a. Dr. note must include duration of absence, return date, follow-up guidelines.
    b. Include restrictions for class if required
    c. There are no allowable clinical restrictions.

11. JRCERT Standard 4.4 “students may not be assigned to clinical education settings during holidays that are observed by the sponsoring institution.”
12. JRCERT standard 4.4 requires that total didactic and clinical involvement cannot exceed more than 10 hours per day and or 40 per week. 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 #6.

A 6. CLINICAL PRACTICUM GRADE/CEPE

Transcript grade is recorded as a Pass/Fail and is a non-credit practicum. A Pass grade is awarded When a student achieves a minimum grade of 80% on the Clinical Education Performance Evaluation.

1. Should a student not pass the CEPE due to reasons such as incomplete competency evaluations or lack of professional growth and development, the student may be placed on Probation for the subsequent semester to address the identified areas.

2. Students who only owe time might receive an Incomplete CEPE grade until they compensate for their time during the semester break (prior to the beginning of the new semester) – the grade will then be updated to Pass. If the student fails to make up the time by the conclusion of the following semester, the incomplete grade will convert to Fail. Circumstances that hinder the completion of time are assessed by the Program Director.

3. Students may not Fail the Clinical Practicum more than once during the two-year program to stay in the program. Students on Probation are counseled and monitored for progress. Refer to Part F –II Probation.

The program recognizes that there may be external factors impacting a student’s status; thus, it is at the program’s discretion to allow for a second (2nd) probationary period while enrolled based on those circumstances. Consequently, if the student is unable to improve the situation leading to ongoing CEPE failures for repeated infractions, they will not be able to proceed in the program due to their inability to complete necessary tasks and skills.

4. Students will have 2 weeks or the available clinical days in September, following the program completion date, to satisfy all clinical requirements or they will not be able to graduate from the program or be eligible to take the ARRT certification examination. Delays into September may result in additional costs to the student.

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 must possess active health insurance coverage throughout the duration of the program. The student is obligated to provide proof of coverage before beginning clinical for every semester when requested. In case of illness, students are accountable for all costs arising at any affiliated 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. Refer to A.5 (5)

A 10. HEALTH REGULATIONS/VIEWPOINT SCREENING:

a. The candidate must successfully complete a physical examination before being admitted and/or during the 24-month program at any clinical location. The examination will necessitate certain vaccinations, including MMR, Tdap, Varicella, PPD/QuantiFERON, a Chest X-ray, an EKG, and standard laboratory tests, with the necessary information provided prior to commencing clinical, and documentation maintained on record. The expenses for these services are the responsibility of the student.
b. Drug screening: candidates must successfully pass a drug test before admission and again when entering the Senior year. The candidate/student is responsible for the testing fees. (website)
c. Substance Abuse Statement: refer to Part G
d. If a student does not comply with the testing schedule, they will be removed from clinical, and the corresponding time will be deducted from their bank.

The clinical component of the program is provided at hospitals and imaging centers. Clinical sites have determined their own prerequisites for individuals entering their facilities for educational purposes. Clinical sites might have set vaccination prerequisites/requirements. As with all clinical program prerequisites/requirements, the sites maintain the authority to deny participation to any student who does not meet or uphold the required clinical criteria and does not comply with clinical site policies. Students taking part in clinical rotations must follow the sites' prerequisites/requirements. Although these may not be college requirements, failure to comply with the clinical site prerequisites/requirement will lead to ineligibility to complete the Radiography Program according to the affiliation agreements between the college and the sites.

A 11. BEREAVEMENT

In the event of the passing of an immediate family member (father, mother, sister, brother, spouse, non-marital partner, other family members living in the same household, child or step-child), three (3) days of leave will be allowed. One (1) day of leave is permitted for other relatives like an aunt, uncle, grandparents, in-laws, etc. Appropriate documentation must be submitted to the office when requested.

A 12. INCLEMENT WEATHER POLICY/EMERGENCY NOTIFICATION/CONNECT-ED

1. In the case of bad weather or an emergency closure, please take the following actions:
   Contact 201-714-7100 or go to the college website at www.hccc.edu to get additional information.
   Class: All examinations that were planned for the days the program is closed will be rescheduled for the next class day.
   Clinical: There is NO clinical assignment if the college is closed due to emergencies.
   If the program is in session but the student cannot attend clinical that day, they will need to use a personal day from their time bank.
   Delayed Opening/Early Dismissal: Classes and clinical sessions adhere to the delayed or early college opening closure schedules.

A 13. PROGRAM HOLIDAYS

- New Year Day January
- Martin Luther King January

- President's Day February
- Good Friday March or April
- Eid-el-Fitr April
- Memorial Day May
- Independence Day July
- Labor Day September
- Diwali October
- Thanksgiving & Friday November
- Christmas December

A 14. JOB INTERVIEWS

Students will utilize their designated personal days, and the program will exercise flexibility in accommodating their personal time requests to enable them to attend appointments.

A 15. CLASS SCHEDULES

Class schedules are displayed on the program board, and each student receives a copy at the start of every semester. It is the responsibility of the students to attend class punctually and to have all necessary course materials.

A 16. JURY DUTY

If a student is summoned for jury duty, he/she must inform the program director immediately and present the official notice before being excused from the program. Tests and quizzes can be made up without any penalty to the grade when proof of duty is completed. Documentation must be submitted to the office beforehand along with a letter stating service has been completed/cleared.

A 17: TRAJECSYS FOR ATTENDANCE AND RECORDS

Upon arrival at the clinical site, students will access the Trajecsys system as per the program protocol. For time and attendance student will use a personal device and must enable GPS location while on the Trajecsys portal. This tool is used to monitor clock in and clock out times. Students who do not use Trajecsys for clinical education as scheduled each day may be marked absent. If a student is having an issue with the portal, the student is required to email **all** full-time program staff: krodriguez@hccc.edu, ccashell@hccc.edu, icruz@hccc.edu, sdaoud@hccc.edu and Office Assistant explaining issue along with a screenshot. Communicating via slack is not allowed.

Trajecsys is a cloud-based system that the program faculty, students, and staff technologist use to document various aspects of the program, including students clocking in and out, weekly evaluations from technologists, lab and patient clinical competencies, and daily log sheets. Trajecsys will allow students to view their progress confidentially and efficiently throughout the program. As this is a new system-the phone call/email system will continue until such time as students and the program are comfortable with Trajecsys utilization.

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 may be subject to forfeit a ½ day of personal time if delay is longer than a week); loss of Radiation Badge ($35 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. The program understands that there may be outside circumstances affecting a student's status, so it is at the program's discretion to a second (2nd) probationary period while in the program. Based on this, if the student cannot improve their situation causing continued CEPE failures, they will no longer be able to move forward in the program due to the inability to complete tasks and skills required.

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

Radiography Program
A = 94-100
A- =90-93.9
B+ = 87-89.9
B = 84-86.9
B- = 80-83.9
*F = 0-79.9
Failure in Radiography is anything below 80

B 2. Grading, Retest, and Remediation Practices

1. Didactic Grades

A. Course Name: **<u>Radiography</u>** I, II, III, IV, V, and VI (VI has a different grading practice)
Semester Grade: 1-Cumulative Final exam= 20 %; 4- Comprehensive test grades= 60 %; weekly Quizzes= 10 %; radtechbootcamp and associated assignments 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. **<u>Radiography VI</u>** grading practice: 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, Corectec online course and review quizzes and tasks as part of the final grade. Semester Grade: = 40 % mock registry; 40% Corectec mock registry and 20% quizzes and tasks. 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. Comprehensive Exams 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 the 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. -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. The program understands that there may be outside circumstances affecting a student's status, so it is at the program's discretion to a second (2nd) probationary period while in the program. Based on this, if the student cannot improve their situation causing continued CEPE failures, they will no longer be able to move forward in the program due to the inability to complete tasks and skills required.

C. **Remediation Practice 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.

Clinical Education Performance Evaluation Sem 1-3; Sem 4-6: See Part M Forms

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 ARRT required clinical competency evaluations on patients ranging from Pediatric to Geriatric to Trauma. Along with the New Jersey R.T. Board of Examiners required continual and terminal evaluations.
D. Satisfied all financial obligations including college graduation audit.
E. 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 Orientations)
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) repeat clearance of both criminal and drug screening and (c) successful passing of all prior 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 constitutes direct supervision. The licensed technologist shall:

a. evaluates the request for examination in relation to the student's knowledge and competency
b. evaluates 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. evaluates and approve all resultant images and/or data

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

a. evaluates the request for examination in relation to the student's knowledge and competency
b. evaluates 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. evaluates 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)
    d. image identification

b. anatomical alignment
c. radiographic techniques
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 Practice:

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 student's 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.

J. INITIAL CLINICAL COMPETENCY EVALUATIONS (ICCEs)

1. One-week time frame between lab and Competency must pass unless C.I. approves for unusual case. *Students must perform a minimum of one patient procedure under Direct Supervision prior to performing an ICCE. A staff radiographer, clinical instructor, or clinical coordinator must initial on student's personal evaluation form for directs.*
2. 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.
3. 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.
4. When the student has demonstrated his/her competency in all categorical examinations, that student is deemed competent in the identified category.
5. ICCEs must include all projections for each examination, as identified by the hospital's procedure policies or standard operating procedure manual (SOP). ICCEs may not include only one projection, unless identified as such in the hospital's SOP for the examination.

6. First semester mobile rotation will be observational only. Competencies in Mobile begin in second semester after theory.
7. After a student has demonstrated competency in a given examination, he/she may perform that examination under indirect supervision.

8. The following parameters constitutes indirect supervision:
    i. Supervision provided by a licensed Radiographer who is immediately available to assist students regardless of the level of student achievement.
    ii. "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.
9. **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.**
10. 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.
11. The radiography students shall always be supervised during the 24-month educational program by an unrestricted state licensed radiographer. Additional qualifications may be defined by the educational program and/or clinical affiliate. (All Competency evaluations must be done by the JRCERT approved Clinical and Designated Clinical Preceptors from the time the patient is brought into the room until they leave).
12. 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. See M/forms for schedule

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.
5. ARRT Simulated performance must meet the following criteria:

- Simulation of imaging procedures requires the use of proper radiographic equipment without activating the x-ray beam.
- A total of ten (10) imaging procedures may be simulated. Imaging procedures eligible for simulation are noted within the chart (see ARRT Rad Didactic and Clin Comp Req section 4.2.2).

III. CONTINUAL CLINICAL COMPETENCY EVALUATIONS (CCCEs)

Prior to graduation, the student must demonstrate 10 continual competencies in clinical education.

Guidelines for Continual Competency Evaluations

1. Continual Clinical Competency Evaluations are performed after the student is deemed competent in the identified category.
2. Procedure & patient types must become progressively more difficult than the I.C.C.E.'s
3. One Continual Competency Evaluation from any of the identified categories: chest, upper, lower, spine, abdomen, and geriatric for a minimum of (6) six are to be performed.
4. Continual Competency Evaluations must be performed on patients and shall not be performed under simulated conditions.
5. A minimum of 10 Continual Clinical Competency Evaluations must be accomplished before the Terminal Clinical Competency Evaluations can be performed.
6. Continual Clinical Competency Evaluations may be performed 5 done in 4th Semester and must be 5 done in 5th Semester for a total of 10.
7. 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)

1. 8 TCCEs shall be completed in a minimum of the 6 different categories, similar to CCE's.
2. 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.
3. No more than 3 terminal evaluations can be performed by a designated clinical instructor. Program Faculty can evaluate all terminals for the student.
4. TCCEs must be accomplished on patients and cannot be performed under simulated conditions.
5. 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.
6. TCCEs cannot be started until 3 months before program completion & **10 OR cases are observed**
7. The final average of all the CCE's is combined with the final CEPE average to calculate the Technical Excellence Award.
8. To be considered for Technical Award, all evaluations must be submitted 2 weeks before grades close.

SCHEDULE FOR COMPLETING CLINICAL COMPETENCY EVALUATIONS

See M Forms

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
   Detent lock/ Vertical lock
   Tube rating/cooling charts
   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 semesters, 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 PRACTICE 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.
8. 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. CLINICAL EDUCATION - WRITTEN RECORDS OF PERFORMANCE

Each student is required to document their 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 uploaded to Trajecsys on1st 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 8. 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) 2/3
2. Magnetic Resonance Imaging (MRI) 1/2
3. Interventional Radiography/Cardiovascular 1
4. Mammography-see JRCERT statement below

These rotations are provided to present an introduction and overview of advanced modalities with a purpose of expanding the student's 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 out of the 3 sites and Interventional Radiography is one week at RUMC.
All advanced modality rotations are on an observation 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.

*Mammography Rotations
Position Statement on Breast Imaging Clinical Rotations
Adopted by the JRCERT Board of Directors (October 2021)
The JRCERT Board of Directors has received numerous inquiries to update and generalize the language in the Position Statement on Breast Imaging Clinical Rotations. With regard to breast imaging, the JRCERT has determined programs must make every effort to place students in a breast imaging clinical rotation/procedure if requested and available. However, programs will not be expected to attempt to supersede clinical site policies that restrict breast imaging rotations/procedures to students. Students should be advised that placement in a breast imaging rotation is not guaranteed. The JRCERT reiterates that it is the responsibility of each clinical site to address any legal challenges related to a program's inability to place students in a breast imaging rotation. All students should be informed and educated about the various employment opportunities and potential barriers that may affect their ability to work in a particular clinical staff position.

B. 9 SEMESTERS

There are three semesters per year. The semester period is as follows:

August/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 10. 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 11. PROGRAM GRADUATION AWARDS

1. Didactic Award: highest grade point average of all subjects will be presented at graduation.
2. Technical 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 third Thursday in July.

B.12. REPEAT RADIOGRAPHS/IMAGES REQUIREMENTS:

Unsatisfactory radiographs/images produced by the student must be repeated solely under the direct oversight of a New Jersey licensed diagnostic radiologic technologist, who is required to approve the student's procedure before the re-exposure, irrespective of the student's level of proficiency.

Program Practice:

1. If a student performs a repeat radiograph without a licensed radiographer present, they will be remediated by faculty in legal ethics, methods of patient care safety, 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 determined to be repeating an excessive number of radiographs, they will be remediated in the area of weakness, e.g. positioning, patient/radiographer communication.

B.13. STUDENT TERMINAL OBJECTIVES

Following the 24-month educational 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. 14 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.
   N.J.S.R.T. Student Membership to be completed by 1st day of class of Junior Year at: www.njsrt.org.
2. New Jersey Society of Radiologic Technologist (NJSRT) Student Competition
   - Optional student attendance for convention courses. Competition registration fee - $10
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- $225.00 approx.
4. 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
   - Provides 5 registry style practice exams.
5. HCCC scholarship applications may be available through the College Foundation Office
6. NJERI: New Jersey Educators in Radiologic Imaging: faculty participates in this

Organization which makes the program eligible for scholarship money for students. The group also provides a yearly student seminar for Advanced Programing opportunities.

B. 15: 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]

All student records for the program will be maintained for 3-5 years based on document.

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

All Radiography students will conduct themselves in an ethical and professional manner at all times while attending all college courses at HCCC, while on duty on hospital and outpatient premises, and/or while attending professional educational seminars.

1. must demonstrate respectful and courteous communication and conduct
2. must arrive prepared for class or clinical
3. must strive for punctual attendance for class and clinical
4. are encouraged to participate in the teaching/learning process
5. MUST submit assignments by the assigned due date
6. are aware of the Zero tolerance for inappropriate or disruptive activities or behavior
7. are prohibited from the use of cell phones or other electronic devices during class time without the permission of the faculty. All electronic devices must be silenced or turned off during class and clinical.
8. must refrain from eating or drinking in the classroom/laboratory/patient exam room setting
9. As per your H.C.C.C. Student Handbook:

    i. Page 11. All students shall enjoy the same fundamental rights and shall be bound by the same responsibility to respect the rights of others.
    ii. Page 12. Engaging in any abusive or demeaning conduct or obscene gestures directed toward another individual or group creates a hostile environment, disrupts the educational process, or impedes the rights or privileges of other College community members.
    iii. Page 13. Obstructing or disrupting teaching, learning, research, administration, discipline procedures, or other college-authorized events

C 2. COMMUNICATION:

Communicate any concerns, difficulties, and questions with your instructor first. If these issues are unresolved, then communicate with your Program Director prior to making an appointment with the Division Dean. All communication between the faculty and the student remains confidential unless the situation warrants the information be shared with the appropriate person (faculty, school administrator, etc.).

Faculty reserve the right to dismiss the student from the classroom or clinical area for violations of the Code of Conduct.

C 3. BEHAVIOR:

Any behavior that disrupts the learning process of other students will not be tolerated. Important to your educational success is the ability to think and speak freely. As a result, classmate perspectives and opinions should be respected, even if they differ from one's own positions. Disagreements, debates, and other contentious dialogue are welcomed, but must be carried out in a manner that focuses on finding better answers, not making personal attacks.

C 4. SMOKING/VAPING

No smoking/vaping is allowed within or outside the school or 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 5. PERSONAL ITEMS - LOCKERS

Lockers may be made available to students whenever feasible. Students may need to supply their own locks. Personal items are not allowed in designated duty areas, except for those necessary for the student's tasks, such as a wristwatch, pen, and clinical education record book. College and Program are not responsible for damage or loss of personal items.

C 6. ACADEMIC INTEGRITY

Academic integrity is central to the pursuit of education. For students at HCCC, this means maintaining the highest ethical standards in completing their academic work. In doing so, students earn college credits by their honest efforts. When they are awarded a certificate or degree, they have attained a goal representing genuine achievement and can reflect with pride on their accomplishment. This is what gives college education its essential value.

Violations of the principle of academic integrity include:

- **Cheating on exams.**
- **Reporting false research data or experimental results.**
- **Allowing other students to copy one's work to submit to instructors.**
- **Communicating the contents of an exam to other students who will be taking the same test.**
- **Submitting the same project in more than one course, without discussing this first with instructors.**
- **Submitting plagiarized work. Plagiarism is the use of another writer's words or ideas without properly crediting that person. This unacknowledged use may be from published books or articles, the Internet, or another student's work.**
- ***Scrolling web browsers for answers to questions on Canvas exams.**

When students act dishonestly in meeting their course requirements, they lower the value of education for all students. Students who violate the College's policy on academic integrity are subject to failing grades on exams or projects, or for the entire course. Serious cases may be reported to a Division Dean or Director for further disciplinary action, including suspension or dismissal from HCCC.

Detailed information on the College's Academic Integrity Policy may be found in the HCCC Student Handbook. The handbook also contains useful information for students on completing research projects and avoiding plagiarism.

Recording in Class – **With permission** from the teaching faculty member.

Students may not record examination review sessions or any discussion of examination questions and/or answers. The faculty member will make the final decision regarding the permissibility of recording.

Students are not permitted to take test or pictures of test material and **smart glasses** are not allowed in class or clinical.

C 7. 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
i. Students must be proactive in all clinical sites while technologists are performing cases. Studying is only permitted during downtime at the clinical sites, such as when there are no radiographic procedures being performed.

C 8. 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
d. individuals to their care.
e. Do not dismiss a patient from the Imaging department unless directed by Supervising Technologist.
f. 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.
g. Do not administer any food or drink or allow the patient to void or evacuate without permission from the supervising technologist.
h. Under no circumstances is a student allowed to loan their markers to another student or technologist. All radiographs with student's identification number or letter will be assumed to be radiographs that were exposed by the student identified by the number or letter.
i. No student is allowed to perform intravenous injections of contrast media or any pharmaceuticals, regardless of skill level or certifications.

C 9. 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 schedules. Students must notify a clinical staff member when taking lunch and break.
c. Students need to be aware that the clinical instructors are obligated to notify the program of any unprofessional or inappropriate activity demonstrated by a student.
d. Students are under the responsibility of the clinical instructor, designated clinical preceptor and/or supervising technologist at the site and must follow their guidelines. Whichever is present while the students are in the clinical setting.
e. Students should not discuss conflicts arising regarding clinical personnel with other clinical staff. The student should discuss the problem with the clinical instructor.
f. Students will participate in all available imaging procedures that may be presented to them during the clinical day.

C 10. COUNSELING AND GUIDANCE: Refer to College Handbook

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 11. 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 12. 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

PART D: PERSONAL APPEARANCE

D1. UNIFORMS AND DRESS CODES; X-RAY MARKERS

a. The official clothing is the program uniform that consists of your radiation badge, identification badge, and right and left markers. Required **markers** with designated initials or numbers are needed for clinical use and will be provided to the student by the program. X-ray markers must be acquired and obtained prior to the commencement of clinical in October.
Students are obligated to utilize their markers on radiographic studies when operating under direct and indirect supervision. Should students lose their markers during the program, they must reorder them at their own expense to continue meeting the clinical competency evaluation requirements. Loaner markers are available until new markers arrive.

b. Purchase of Uniforms:
Jay's Uniforms –858 Bergen Ave, Jersey City, NJ 07306
https://jayschooluniform.com/collections/hudson-county-community-college; P 973.500.1111
Students must don approved program uniforms for the entire clinical days, grey warmup jackets, lab coats, all black shoes, and wristwatches are recommended. Each day, a clean and pressed uniform should be worn. No visible tattoos are permitted. Tattoo sleeve coverings can be purchased through the uniform company. A student's radiation badge and photo ID must be displayed on the uniform.

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

D 2. GUIDELINES - GENERAL APPEARANCE

To avoid any 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. This may also impact your CEPE grade.

DRESS CODE FOR CLINICAL

1. Regulation uniform required. A plain dark grey long sleeve can be worn if needed under the uniform top. The dark grey warmup jacket is the only option to be worn over uniform if needed.
2. Slacks must reach at least to the tops of the shoes and must be tailored if too long. A clean and pressed uniform shall be worn at all times.

3. Plain white or black hosiery or socks are to be worn. Visible lace, stripes or designs are not permitted.
4. Clean black (non-cloth, preferred) approved shoes with black or white plain socks ONLY are to be worn.
5. Hair must be clean, tidy, and professional. It should be arranged to prevent it from falling forward into the student's face or onto the patient. Surgical caps, headbands, large colored barrettes, ribbons, extreme haircuts or hairstyles, and unnatural hair colors are prohibited. A professional appearance must be upheld. Faculty approval is required for hairstyles, and this may differ among students based on faculty assessments of a professional look.
6. Fingernails should be kept short and rounded. Only clear or nude polish is allowed.
    a. Artificial nails or nail extensions are not allowed and must not be worn.
    b. Natural rounded nail tips and should not exceed ¼" in length.
7. **No artificial eyelashes** are to be worn in the clinical setting and make up worn minimally, this includes bright make-up colors.
8. Facial Hair: Mustaches, beards, and circle beards are the only acceptable styles allowed if they are maintained in a closely trimmed manner. Health offices may require closer hair trimming for mask fit testing. All other students who opt not to choose these facial hair styles must remain clean-shaven at all times.
9. **Only small, plain stud earrings** (NO LOOPS/HOOPS) are allowed for pierced ears, with a maximum of 2 earrings per ear. All other jewelry must receive prior approval from a faculty member before being worn. The Program will not be liable for any jewelry that is damaged, lost, or stolen while on duty. Only one ring is permitted per hand. Rings should be small and require faculty approval. No obvious or visible body piercings are allowed. A single bracelet is permitted, as well as one short necklace; if a pendant is included, it must be small and not hang outside the uniform. Long chains may pose a problem and could get caught on radiographic equipment or become entangled with a patient.
10. A wrist watch is strongly recommended because the usage of cell phones, etc. are prohibited while in clinical.
11. Fragrances: Strong perfumes, aftershave, etc., are not allowed; this includes any residual cigarette odors. This consideration is particularly important for patients who may have allergies or are non-smokers. Personal hygiene will be addressed if necessary.
12. Tattoos must be concealed while in clinical. Tattoo sleeve coverings can be purchased through the uniform company. No inappropriate images or statements should be visible.

DRESS CODE FOR CLASS

Tasteful casual attire will be worn when the student is present in class or seminar. Low-cut tops, transparent garments, distressed pants, undergarment t-shirts, tank tops, form-fitting clothing, apparel revealing undergarments, and similar items are prohibited. If a student arrives in class with an unapproved hairstyle or color, that student will not be allowed to attend clinical the next day and will consequently lose their personal time. Derogatory or offensive language or imagery on clothing is not permitted on clothing or accessories. ID badges must be displayed and easily seen. Shorts, skirts, and dresses must not be shorter than the length from your arm's fingertips to 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 $35.00
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.
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 <u>45 mRem, monthly or 500 mRem yearly</u>.
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)
Individual Radiation Safety: 7:28 -19.12 (c)11 i.,ii (NJ)

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 Practice: 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 $35.00 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/TABLETS/RECORDING DEVICES

CLINICAL:

- Students are not permitted to receive or make personal calls on clinical site 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 should off or on silent mode/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." If a call must occur, please use discretion and move to private area.***
- Recording 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.
- **For educational purposes, under preceptor supervision after all identifying information is removed from an image, a student could be permitted to capture the radiograph.**

  Grade reduction will result on the student's Clinical Education Performance Evaluation.

- **Be mindful of studying and the materials used while in the clinical setting. Studying should not impact the clinical experience. Printed materials are preferred as digital guides require technology that is not approved for the clinical setting and to prevent the attention fragmentation associated with digital tablets. Presenting complex medical information digitally risks sending the wrong message: that clinical learning can be multitasked, which undermines the rigorous focus, deep reading, and information retention required in healthcare**

CLASS***: Recording-equipped 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. **All students must request a Chromebook for class each semester at** HCCC CHROMEBOOK - STUDENTS TECH GUIDE - HCCC LIBRARIES AT HUDSON COUNTY COMMUNITY COLLEGE **.** Several courses test on CANVAS, this will allow testing with lockdown browser to be done in the classroom. Lockdown browser will not work on Apple OS.

E 2. PREGNANCY/– Voluntary Disclosure/ EXTENDED ILLNESS PROTOCOL

STUDENT PREGNANCY PROTOCOL

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 with or 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 protocol:

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 regarding 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 student's 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. All course work must be completed within two (2) weeks of the when final grades are due.

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, they must show written proof of clearance by the physician that the student is eligible to return. The original note must be given to the program director. The student may be required to have a physical conducted at the clinical sites upon the students return.***

If a note is not provided, personal time will be deducted from the student's 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., radiation badges, TLD or OSL 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.

EXTENDED ILLNESS PROTOCOL

An extended leave may be granted for extraordinary circumstances with division approval. This leave time may affect the student's ability to complete ARRT and NJ State clinical requirements in a timely fashion. In order to return from an extended leave students must have a Physician's note allowing the student to return to class with/without restrictions and clinical without restrictions.
Didactic Modifications: It is the responsibility of the student to make up didactic work missed due to absence. All course work, quizzes, homework and tests must be completed within two (2) weeks of the when final grades are due.

Clinical Modifications: It is the responsibility of the student to complete all missed labs and clinical tasks missed due to absence. In the event that the student is unable to complete all required tasks before program completion they will be scheduled to return after program completion. This scheduling will be done so as not to impact the continuing and incoming classes clinical experience in an adverse way.

NOTE: ARRT and NJ State clinical requirements must be completed prior to sitting for the national Registry Exam.

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 clinical sites or H.C.C.C.

E 5. ADMISSIONS

All applicants must follow the admission requirements stated on the website. The Application process is based on a Point system to assure an equitable process for all candidates. The Admission Committee consists of several members, including some of the following but not limited to the Program Director, Program Clinical Coordinator, Dean of Nursing and Health Professions, program Adjunct and Instructors and Enrollment Services Advisors.

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. Dean of School of Nursing and Health Professions
2. Radiology Department: Managers
3. Program Director & Clinical Coordinator, Clinical Instructor(s) 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 PROGRAM REPRESENTATION:

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 resident 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 class president's duties and responsibilities are as follows:

a. speaks at graduation;
b. intermediate between the students and program when necessary
c. organizes convention activities and any fundraisers
d. represents college at outside program functions when the need arises

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.hpso.com/quick-quote ; 1-800-962-9491. Annual cost for $1-3 million coverage is approximately $50.
2. Health: Mandatory coverage provided by student and must provide proof of current coverage to Program.

E 10. TRANSPORTATION TO CLINICAL SITES

Students are accountable for their own means 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 protocol. The college program is not responsible for student transportation to and from clinical rotation sites and observation areas.

E 11. GRIEVANCE STATEMENT AND PROTOCOL

Practice:

It is the practice 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 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 protocol 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. If either or both faculties 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.

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:
    a. the student's behavior meets the criteria for immediate suspension and/or dismissal.

E. 12. JRCERT COMPLIANCE STATEMENT-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 protocol has occurred, the student should first follow the steps of the Program's Grievance protocol. If the student believes that a violation still occurs after following the protocol, 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 JRCERT, the program will:

1. Inform the HCCC representative and the Advisory Committee that a formal complaint was filed with JRCERT.
2. Review the complaint with the program faculty and offer a complete explanation to the above-named Parties, and 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 following The Standards.
4. If 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 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

- Bayonne University Hospital – optional parking in garage - $35.00 per month *(approximately)*; street parking
- Hoboken University Hospital - parking in garage -$12 per day *(approximately)*; street meter hourly parking
- Hackensack Radiology-Clifton open parking lot
- Hackensack Radiology-Hoboken open parking lot
- Hackensack Radiology-Oradell- open parking lot
- Jersey City Medical Center- street parking
- JCMC-Town Square- open parking lot
- JCMC- Jersey Avenue- open parking lot
- JCMC- Colony Plaza- open parking lot
- Lenox Hill Radiology – street parking
- NJIN Bayonne-garage or street parking
- NJIN Hoboken-garage or street parking
- NJIN Montclair - open parking lot/ street parking
- NJIN Nutley- open parking lot/ street parking
- NJIN Jersey City Pavonia- street parking
- NJIN Union City-open parking lot
- NJIN West New York - street parking
- Richmond Univ. Med. Center – street parking only

- *(Future Sites):*

E 15. MILITARY RESERVE TRAINING

Time required for a student to participate in training periods mandated by the Armed Forces Reserve will require prior approval from the Program Director. The maximum duration permitted is 6 to 8 weeks throughout the program (the same duration allowed for a leave of absence but can be taken in segments). Any didactic or clinical obligations missed, such as exams and clinical competencies, must be fulfilled before the degree is awarded. Refer to B3 for Program Completion Time Requirement.

E 16. TEXT BOOKS

The student may purchase textbooks through the College Book Store.

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 them 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

Daily log, and logs of exams should be placed in Trajecsys at the end of each day. Radiation badges are to be handed in near 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-VIA TRAJECYS W/EMAIL

Students are required to submit their request for time off via Trajecsys and may email **all** full-time program staff: krodriguez@hccc.edu, ccashell@hccc.edu, icruz@hccc.edu, sdaoud@hccc.edu and Office Assistant in addition to submitting Trajecsys form. Communicating via slack is not allowed.
All request for time off must be submitted during program hours and approved by a faculty member or the Administrative Assistant.

E 23. REQUEST FOR CHANGE IN ASSIGNMENT-VIA TRAJECYS W/EMAIL

Requests are for EMERGENCY/UNUSUAL EVENTS *only* and must be pre-approved in advance and proper forms must be completed and approved by faculty member(s).
Students are required to submit their request for change in assignment via Trajecsys and may email **all** full-time program staff: krodriguez@hccc.edu, ccashell@hccc.edu, icruz@hccc.edu, sdaoud@hccc.edu and Office Assistant in addition to submitting Trajecsys form. **No weekend, holiday or after program hour emails, slack or faxes are permitted.**
Program hours: Monday – Friday; 7:30am-4pm
Requests after hours will be documented as sick time.

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. Students are required to submit their request for voluntary clinical overtime via Trajecsys and may email **all** full-time program staff: krodriguez@hccc.edu, ccashell@hccc.edu, icruz@hccc.edu, sdaoud@hccc.edu and Office Assistant in addition to submitting Trajecsys form. 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. (JRCERT Standard 4.3)

E 25. FIRE REGULATIONS – JRCERT Standard 5.5.- Jan. 2014

BAYONNE UNIVERSITY HOSPTIAL; HOBOKEN UNIVERSITY HOSPITAL; RICHMOND UNIVERSITY MEDICAL CENTER; NEW JERSEY IMAGING CENTER; HACKENSACK RADIOLOGY, LENOX HILL, RWJ FACILITIES
-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 are 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

COLLEGE: **C**aring **A**pproach to **R**espond and **E**mpower Team: General Concern Form
Hudson Helps https://www.hccc.edu/student-success/personal-support/hudsonhelps/index.html
Student Life and Leadership studentlife@hccc.edu
Student Success and Resources https://www.hccc.edu/student-success/index.html
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 RADIOGRAPHY AND RADIOGRAPHIC IMAGING 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 Disciplinary Action notices.

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 does not fulfill the conditions of probation, or engages in an offense serious enough that probation is considered unsuitable, the student may face suspension. The duration of the suspension will not surpass five (5) program days, and the student will be suspended from both classroom and clinical hours. All time lost during the suspension must be compensated for after graduation and before attempting the ARRT Examination.

F 2. WRITTEN DISCIPLINARY ACTION NOTICE/ANECTODAL 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: CLINICAL AND CLASS

Any student will be deemed in breach of the code of conduct and liable for disciplinary measures and/or dismissal for exhibiting any of the following:

* Certain violations outlined below or mentioned in the handbook may necessitate immediate dismissal depending on the severity of the incident:

1. Noncompliance with the professional code of Ethics and the Standards of practice for your program's discipline.
2. Disrespectful treatment of patients, faculty, employees at clinical sites, or fellow students.
3. Inability to show a genuine concern for the patient's welfare.
4. Breach of rules and regulations of Radiology Departments, Hospitals/Clinical Sites, or the Program.
    a. Gratuities must not be accepted from patients, peers, or any staff members - Compliance Programs.
    b. If a student is approached to accept such gratuities, inform the program for prompt intervention.
5. Persistent absenteeism or excessive lateness without noticeable improvement following multiple warnings.
6. Clinical ineptitude. (Refer to Probation and Clinical Advisement Procedure)
7. If, at any time, any faculty member decides the student is clinically unsafe, including but not limited to:
    a. causing excessive radiation exposure to the patient, staff, or self
    b. poor radiation safety protocols
    c. abandoning the patient for any reason at any time.
8. Absence from the program for three days or longer without informing the program (without valid cause).
9. Being under the influence of illegal drugs or alcohol, possessing or being accountable for the sale of drugs or other illegal items on hospital/program/school grounds.
10. Personal behavior inconsistent with the program or any actions that could endanger a student’s eligibility for ARRT Registration, N. J. State Certification, or a license in another state.
11. Noncompliance with the professional dress code or uniform protocol.
12. Leaving an assignment without authorization before the specified time; extended breaks or lunch periods.
13. Refusal to adhere to instructions from a faculty member or legitimate authority.
14. Use of obscene language or threatening remarks; engaging in fights; making disrespectful gestures.
15. Gambling, theft, or participation in unauthorized games of chance on hospital premises.
16. Insubordination, failure to comply with program protocol, neglect of duty.
17. Actions that involve providing false information to the program, including altering any Program document records.
18. Careless handling or causing damage to hospital property.
19. Possessing, carrying, or using firearms, including rifles, shotguns, handguns, ammunition, explosives, or other dangerous weapons, instruments, or substances.
20. Conviction for a crime.
21. Harassment, Intimidation, and Bullying, refer to Part I.
    a. Bullying: Cyber-Verbal-Physical-Bullying - any student found to create defamatory statements/pictures or using Cyber, Physical, or Verbal threats against other students, faculty, hospital employees, or anyone affiliated with the program/clinical sites while on program/hospital property or during program sponsored events will face dismissal.

22. Extended absence from the program required by the student due to breaches of civil or criminal law.
23. Engagement in activities that involve violations of civil or criminal law.
24. Unexcused Absence.
25. Sleeping during clinical hours.
26. Engaging in cheating or plagiarism related to the program.
27. Careless handling or causing damage to hospital property.
28. Repeated classroom incidents of disruption or disrespect not limited to those outlined in the HCCC student handbook will warrant written documentation.

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: SUBSTANCE ABUSE STATEMENT/PROTOCOL

Protocol: All students must comply with the Substance Abuse Statement/Protocol as a condition for initial and continued enrollment. This is a mandatory requirement of the clinical sites and may also be a requirement for employment after graduation.

Purpose: The purpose of this protocol 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: Viewpoint Screening monitors student health records; ViewPoint provides drug testing and monitoring. Current students must maintain a compliant Viewpoint Screening 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.

ViewPoint 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 protocol.
All expenses associated with substance 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 protocol.
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. 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 protocol during program hours based on their suspicions of observations of the student's behavior, appearance, apparent odor of alcohol on breadth 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 PROTOCOL

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

Protocol Statement for Program:
It is the protocol 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 protocol 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-PHYSCIAL BULLYING is also a form of harassment and a violation of the student code of conduct.

B. SOCIAL MEDIA PROTOCOL:

Connecting with friends and building relationships through social networking, whether for personal or professional use, has become very popular. Yet, these avenues for communication and networking also bring about new responsibilities for users engaged in social networking.

Students who opt to participate in or contribute to online platforms not only affect their personal images but might also influence how Hudson County Community College and its clinical affiliates are perceived. This protocol aims to offer clear guidelines for online conduct for students at Hudson County Community College.

GENERAL RULE

When you communicate on social media, you do so at your own risk. It is vital for students to avoid any communication that could harm the reputation of Hudson County Community College, its clinical affiliates, or their patients, as well as any sharing of confidential information as outlined by HIPAA: The Privacy Rule safeguards all “individually identifiable health information held or transmitted by a covered entity or its business associate, in any form or media, whether electronic, paper, or oral.” Additionally, be aware that your personal reputation is also at stake—what you post or say, even if it seems unrelated to Hudson County Community College or its affiliates, may be viewed by patients, vendors, staff, competitors, or others who will judge you based on your online presence.

This social media protocol is relevant to, but not restricted to, the following multimedia and social networking platforms:

- Platforms such as Facebook, Twitter, Instagram, LinkedIn, and YouTube
- Websites and blog sites, including personal blogs
- Wikis like Wikipedia and any site where content can be edited or posted

Be informed that breaking this rule or any protocol set by Hudson County Community College or its clinical affiliates could lead to disciplinary measures, which may include being removed from the program.

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,
(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 investigate 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 minimum required score to pass a test is 80%. The overall grade for a course is 80%, which reflects the average of all tests conducted for that course. If the student is not achieving a passing average throughout the semester, the student will receive counseling and tutoring with documentation provided by the course instructor. Progress will be assessed during the **6th, 9th, and 12th weeks** to support the student's successful completion of the course. If the student does not reach an 80% passing grade for the semester in that course, the student will be offered a **Retest**. The minimum passing grade for the retest is 80%. The recorded grade for the retest will be 80%, regardless of whether the student scores above 80%. Should the student not pass the retest, the student is no longer permitted to move forward in the program and must leave. Only two Retests are permitted during the 24-month program, and a retest cannot be administered in the same subject again.

Behavioral

At the end of each semester, the student will be assessed in Progressive Learning Objectives, across all three areas of learning which are cognitive, psychomotor, and affective. These areas evaluate the ethics, values, motivation, accountability, along with the interpersonal skills of the student during their time in the program. The assessment serves as a benchmarking tool for the program and is not a recorded graded subject. The aim of the evaluation is to assist the student in learning how to cultivate a strong work ethic as well as to learn how to apply critical thinking and improve their communication skills in the health care environment. If the student requires professional behavioral counseling, the program will refer the student to the counseling service mentioned in the student manual, see Counseling/Guidance.

Clinical

To graduate and qualify to take the ARRT registry exam, the student is required to complete and successfully pass all necessary clinical competency evaluations before graduation. The minimum passing

score for these evaluations is 90%. Prior to the student being able to undertake these competency evaluations, the student must first achieve a passing score on a laboratory evaluation in each required area. The minimum passing score for laboratory evaluations is 85% and is conducted on fellow students, not patients, exclusively by the program's clinical faculty instructors and carried out at the clinical sites. Should the student obtain a failing score on the evaluation, the student will receive counseling regarding the area of deficiency and will be arranged to retake that evaluation at a later date. The student will remain under direct supervision until the student successfully completes the clinical evaluation. SEE B2: Remediation Plan for Laboratory and Clinical Competency Evaluation.

PART K: Contingency Plan/Work Stoppage/Strike Protocol/Site Inspections/Etc.

In the event of an **unplanned** clinical/ hospital job actions/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 or the program lab room.

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

Contingency Plan

Goal: To create an effective contingency plan that provides continuity of student learning, while sustaining the mission, vision, and values of the Radiography Program at HCCC during a catastrophic event.

A catastrophic event is defined as any event that prohibits the use of the physical location of the campus, designated classrooms, laboratories, faculty offices, students' services, and access to all clinical affiliates.

Radiography Program Emergency Contingency Policy:

1. All faculty must include these key items to their black board shelves:

- Course Syllabus
- Standing Webex/Teams Link
- Up to date student assessments.

2. In the event of a catastrophic event that affects the ability to access the physical campus, designated classrooms, laboratories, faculty offices or student services, the program is committed to the uninterrupted continuation of classes.

a. Communication:

- Connect-Ed Alert Notification System: The college urges faculty and students to sign up for Titan Alert notification. Important messages will be sent to students and faculty in any of the formats listed below:

  Email: In the event that urgent communication is necessary students can reach faculty and clinical instructors via their campus email.

  Slack: Can be used as an alternative mean do communication.

CANVAS Announcements

b. Physical Recourses:

- Computer Access
- Wi-Fi
- Home office set up for faculty that includes an additional monitor, printer, and dedicated workspace.

c. Didactic and Clinical Resources:

- Canvas (didactic)
- Webex/Teams (didactic)
- RAD Boot Camp (both)
- Landauer (clinical)
- PPE – the program will provide the necessary PPE equipment to faculty and students.

Implementation of the plan:
At the start of the event Program officials will meet with the Nursing and Health Sciences leadership to assess the situation and determine which aspects of the program will be impacted. The following should be considered:

1. What equipment will faculty and students need in response to the event. How will the equipment be obtained and distributed?
2. Changes to the didactic schedule will be avoided to the extent possible but if changes are necessary, they will be communicated to the students in a timely manner.
3. Changes to the clinical schedule will be avoided to the extent possible but if changes are necessary, they will be communicated to students in a timely manner. If the clinical affiliates are no longer willing to receive students, program officials will work to assess our ability to continue rotating students to the clinical sited.

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.

PART M: FORMS & RESOURCES

3. CLINICAL EDCUATION PERFORMANCE EVALUATION / CEPE

Hudson County Community College Radiography Program

Clinical Education Performance Evaluation Sem 1-3

Adopted:6/2015; 1/16; 7/16;12/16;6/17;1/18; 6/22; 5/23; 5/25

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. CEPE 1 & 2 the total score is 90 points and passing grade is 80%. CEPE 3 the total score is 95 points and passing grade is 80%.

Areas of Student Measurement in Clinical Performance	**Value Pts**	**1st Sem**	**2nd Sem**	**3rd Sem**
1. Attendance: Sick Call Out First 2=10pts; 3rd=8pts; 4th=6pts; 5th=4pts; 6th &over= 0pts	**10**			
2. Lateness First 2= 10pts; 3rd=8pts; 4th=7pts; 5th=6pts; 6th=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. Equipment Manipulation/Room Preparation: 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	**6** **8(S3)**			
6.Communication Skills/Participation: good listener; interaction with all staff (interpreting and follow through of what was asked; CCE/OR process; no-call/no-show, etc.); team player; ability to work independently, consistently, & effectively;	**7** **9(S3)**			
7. Patient Interaction: 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	**7** **8(S3)**			
8. Demonstrates professional development and growth: 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	**15**			
9. Proper Documentation: logging of exams, Monthly forms (pinks), Initials on Requisition, Observation sheet, competency evaluations.	**5**			
10. Demonstrates Clinical Skill Growth: timely completion of semester CCE's or **reduction in CEPE grade**; 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 program's discretion: 15pt=all sem. cce's; 13pt=missing 1-2 sem.cce's; 11pt=missing 3-4 of sem.cce's; 9pt=missing 5-6 of sem.cce's; 5pt=missing 7-10 of sem.cce's 0pt=missing 10+ of sem. cce's *Mandatory OR Observations: not completing a minimum of 2 OR Obs. by the end of 3rd sem. and 4 OR's with 1 C-arm eval by end of 4th 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
	OR			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 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.

Hudson County Community College Radiography Program

Clinical Education Performance Evaluation Sem 4-6

Adopted:6/2015; 1/16; 7/16;12/16;6/17;1/18; 6/22; 5/23; 5/25

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. CEPE 4, 5 & 6 the total score is 100 points and passing grade is 80%.

Areas of Student Measurement in Clinical Performance	**Value Pts**	**4th Sem**	**5th Sem**	**6th Sem**
1. Attendance: Sick Call Out First 2=10pts; 3rd=8pts; 4th=6pts; 5th=4pts; 6th &over= 0pts	**10**			
2. Lateness First 2= 10pts; 3rd=8pts; 4th=7pts; 5th=6pts; 6th=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. Equipment Manipulation/Room Preparation: 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.Communication Skills/Participation: good listener; interaction with all staff (interpreting and follow through of what was asked; CCE/OR process; no-call/no-show, etc.); team player; ability to work independently, consistently, & effectively;	**10**			
7. Patient Interaction: 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. Demonstrates professional development and growth: 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	**15**			
9. Proper Documentation: logging of exams, Monthly forms (pinks), Initials on Requisition, Observation sheet, competency evaluations.	**5**			
10. Demonstrates Clinical Skill Growth: timely completion of semester CCE's or **reduction in CEPE grade**; 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 program's discretion: 15pt=all sem. cce's; 13pt=missing 1-2 sem.cce's; 11pt=missing 3-4 of sem.cce's; 9pt=missing 5-6 of sem.cce's; 5pt=missing 7-10 of sem.cce's 0pt=missing 10+ of sem. cce's *Mandatory OR Observations: not completing a minimum of 2 OR Obs. by the end of 3rd sem. and 4 OR's with 1 C-arm eval by end of 4th sem. will result in **-3pts**. in this section grade even if you have completed the required # of semester evaluations	**15**	I 37 C 5 Tl 42	I 45 C 10 Tl 51	I 51 T 8 Tl 69
Total OR end of sem 4 and sem 6	OR	4/1		13/2
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 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.

4. COMPETENCY BASED CLINICAL EDUCATION STANDARDS (NJ)

chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.nj.gov/dep/rpp/tec/board/diag_stand/cbce_system.pdf

5. SCHEDULE FOR COMPLETING CLINICAL COMPETENCY EVALUATIONS and progression

SCHEDULE FOR COMPLETING CLINICAL COMPETENCY EVALUATIONS

2011;2013;2014;10/2015;11/2015;5/2016;3/2018; 5/2021;6/2022;5/2023;4/2024; 5/2025; 5/2026

HCCC students will follow these criteria's:

1. Geriatric/ Pediatric & Surgical (age 6 or younger) categories are completed after body system is taught.
2. All Simulations begin in Fifth Semester-Mid-February- 6 months before program completion
3. No more than 10 exams can be performed via simulation
4. All Simulations are evaluated by Faculty C.I.'s only
5. Advanced Modalities (CT, IR, Mammo, MRI) begin in Summer 2; Continuals begin in Fourth Semester
6. Timely completion of semester CCE's affects your Clinical Education Performance Eval. Grade
7. Passing grade for Lab Evals= 85%; for all Clinical Competency Evals= 90%
8. One (1) Direct Patient Performance must be documented by an RT on Individual CCE Record prior to ICCE

DIDACTIC COURSE	CLINICAL COMPETENCY EVALUATION Time Frame	
First Semester - 2 ICCE's (Mand/Elec) – Sept. – Dec.		**(total #2)**
Respiratory System	- Chest	
Abdomen	-Abdomen	
Upper Extremity	- Upper Extremity	
SECOND SEMESTER – 13 ICCE's (Mand/Elec) – Jan. – May		**(total #15)**
General Patient Care	ARRT required simulations begin	
Appendicular Skeletal System	Lower Extremity; Shoulder, Pelvic Girdle	
Bony Thorax	Ribs and Sternum	
Mobile Studies	Chest, Abdomen, Orthopedic	
Surgical Studies	C-Arm; Cystography,etc.	
THIRD SEMESTER -13 ICCE's (Mand/Elec) – May – August		**(total #28)**
Axial Skeletal System	Entire Spine	
General Patient Care ARRT	Venipuncture; etc.	
OR	2 Or observations (mandatory)	
FOURTH SEMESTER – 9 ICCE/ 5 CCCE – Sept. – Dec.		**(total #42)**
Cranium	Minimum of 1 Patient evaluation required	
Fluoroscopy Studies (with rad. images)	2 on patient evaluation may begin	
CT/IR	Required observation begins	
OR	1 evaluation (mandatory) and additional 3 observations = 4 OR studies	
Continuals	Completion of 5 evals by the end of semester	

FIFTH SEMESTER - 8 ICCE's; 5 CCCE's – Jan. – April **(total #55)**

Simulations: Can begin in February after 10 Electives on live patients have been completed (yellow forms)
Continuing: of Mandatory & Elective evaluations
Completed: additional 5 = 10 total Continual evals from 6 different categories (upper ext, lower ext, chest, abdomen, spine, geri)

SIXTH SEMESTER – 6 ICCE's, & 8 TCCE's; Simulations (stay on Direct Sup.) – May – Aug **(total #69)**

Simulations**: Max: #10 Mandatory and Electives: (**yellow form) **+ demonstration of 3 domains of learning**
Completion: of Mandatory; Elective; Continuals; 2 CT observations in two different sites; 1 IR observation
Terminals: Begin after all categories & OR observations have been completed; **approved by faculty for accuracy & criteria** 8 minimum Terminal evaluations from 6 different categories (upper ext, lower ext, chest, abdomen, spine, geri)

TOTAL (Mandatory) 36 - (ICCE's-Initial)
TOTAL (Electives) 15 - (ICCE's-Initial)
TOTAL (CCCE's) Continuals 10 - additional – patients (Minimum 6 categories required)
TOTAL (TCCE's) Terminals 8 - additional – patients (use Green Terminal form only + minimum 6 categories required))

61 Total required by ARRT (includes PT care labs)
NJBOE requires continual and terminal evaluations
(Program reserve the right to include additional evaluations)

6. PREGNANCY PROTOCOL – VOLUNTARY DISCLOSURE

Voluntary Pregnancy Declaration Form

Name: _____

Date_____

I have chosen to declare my pregnancy. Before completing this form, I have contemplated and discussed the options posed. I have met with the Program's appointed Radiation Safety Officer and have chosen the following option (sign your name next to your option):

- To withdraw immediately from the program AND return after conclusion of the pregnancy
- To continue with didactic courses and discontinue clinical education until the conclusion of the pregnancy.
- To request a leave of absence and return in the next appropriate semester in the curriculum
- To remain in the clinical and didactic portions of the program during the pregnancy until conclusion of the pregnancy

I understand that I have the right to withdraw this declaration form at any anytime. Please initial: _____

Student Signature: _____ Date: _____

Program Director: _____ Date: _____

1. A student is considered pregnant when the student has disclosed such pregnancy in writing to the Clinical Coordinator and Program Director.
2. A student may withdraw the pregnancy declaration at any time, for any reason.
3. Any student declaring pregnancy must present a note, on the doctor's letterhead, that States:
   a. The physician is aware of the students chosen training/career in Radiography
   b. The physician approves of the student continuing in the Radiography program
   c. The physician is aware that the program will make every reasonable effort, to limit radiation Exposure to the fetus and student:

Fetal exposure=(0.5 mSv) 50 millirems radiation exposure per month during the Pregnancy (NCRP#116)