



MONTGOMERY
COUNTY COMMUNITY COLLEGE

RADIOGRAPHY PROGRAM
340 DeKalb Pike
Blue Bell, PA 19422
Health Sciences Center

STUDENT HANDBOOK

2024-2025

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INTRODUCTION

Welcome to the Montgomery County Community College Radiography Program!

We welcome to you this very rewarding career in Radiography!

The next 21 months will be very rigorous and demanding for you. There are many expectations you must meet. Remember, this commitment to success is only 21 months! Put in the effort now to achieve your goal to be a qualified health care professional.

Besides the RAD courses that need to be completed, you will also need to complete any general education requirements not finished. Your Associate of Applied Science degree may only be conferred when all of the general education *and* RAD requirements have been satisfied.

This Student Handbook has been prepared to answer many of your questions concerning the didactic and clinical portions of your education.

Please read this handbook in its entirety CAREFULLY.

After reading it and understanding it, you will need to sign an acknowledgement page indicating that you understand and agree to comply with all rules and regulations set forth in this handbook.

Please keep in mind that policies may be added, changed or deleted while enrolled in the program and you will be notified in writing of such changes.

Please seek clarification to any policy or procedure by a program official. It is your responsibility to understand the policies and procedures followed in this program.

We are glad you are here and wish you the best of luck on your educational and career endeavor to become a registered radiographer!

Radiography Program

MISSION AND GOALS

The Associate in Applied Science degree in Radiography has a mission consistent with the mission of Montgomery County Community College. The program recognizes that students differ in their needs, interests, and aspirations. As a result, the program is organized to assist and prepare students for the level of technical competence required to become highly qualified and successful radiographers. The program will provide students with meaningful educational experiences.

The goals of this program are to:

- 1. Prepare students to function as competent, entry-level Radiographers who meet the healthcare needs of the community.**
 - Students will be able to adequately perform procedures at entry level competence
 - Students will select appropriate technical factors for quality patient exams
 - Students will demonstrate proper radiation protection practices
- 2. Prepare students and graduates who demonstrate appropriate, professional communication skills.**
 - Students will use appropriate vocabulary and language to orally convey information, concepts and ideas
 - Students will use a systematic approach to locate and use information to plan and write professional papers
- 3. Prepare students and graduates who develop and practice effective problem solving skills and critical thinking skills.**
 - Students will demonstrate the ability to alter technical factors in response to various changes in the clinical setting
 - Students will produce solutions to real-world clinical problems.
 - Students will evaluate radiographic images for appropriate positioning and image quality
- 4. Prepare students and graduates who conduct him/ herself in a professional manner.**
 - Students will recognize acceptable professional behaviors
 - Students will practice appropriate professional behaviors

- Graduates will demonstrate an overall professional demeanor in the workplace
- Students will discuss the importance of networking along with professional development or career advancement

The Program Outcomes are to:

Continuously monitor program satisfaction, ARRT exam pass rates, job placement and student completion rates in compliance with JRCERT accreditation.

1. Graduates will pass the ARRT national certification on 1st attempt within 6 months post- graduation
2. Of those pursuing employment, graduates will be gainfully employed within 12 months post-graduation.
3. Students will complete the program within 24 months of enrollment of RAD 100.
4. Graduates will be satisfied with their education.
5. Employers will be satisfied with the graduate's performance

The Program assesses these 4 goals and their specific student learning outcomes along with program outcomes on an annual basis. This ongoing assessment plan is housed online for all program officials to access and may be viewed at any time at the request of a student.

Rev. 12/2013; 4/17, 4/18, 8/22, 1/23
Reviewed 4/19, 10/20

ADMISSIONS PROCEDURES

Acceptance to the Radiography program

The Radiography program is a full-time, program consisting of at least 1 semester of pre-requisites and 5 semesters of programmatic courses. Students wishing to participate in the Radiography Program must present the credentials below and are required to meet with a Radiography Program advisor prior to enrolling in Introduction to Radiography & Patient Care (RAD 100). Additionally, a waitlist will be maintained for RAD 100 (Please see waitlist process for further details regarding the RAD program waitlist):

1. First, **meet with your radiography program academic advisor**. This is required before enrolling in Introduction to Radiography & Patient Care (RAD 100).
2. Be at least 18 years of age to participate in any of the RAD courses. Students under the age of 18 may complete any prerequisite or co-requisite courses at the College level in accordance with College policy.
3. Submit high school transcript or GED scores. Students must have completed at least one year of biology, chemistry and mathematics or equivalent.
4. Submit official college transcript(s), if applicable, **no later than February 1** of the year of enrollment.
5. Submit:
 - College transcript including 17 semester hours consisting of **two 4 credit laboratory science courses (BIO 131 and BIO 132 or the transfer equivalent) and three 3 credit courses (one must be the MATH requirement) from the general education component of the Radiography curriculum**. Grades for the five courses must each be a "C" or better and result in a GPA of at least 2.5. The 17 credits will be used for evaluation purposes.
6. All interested students must complete the College placement tests or equivalent in English, Mathematics, and Reading and must place above the developmental level in English and Reading and at or above MAT 011 prior to enrolling in RAD 100.
7. All science courses must be successfully completed within 5 years prior to enrolling in RAD 100.

8. Complete BIO 131 and BIO 132 or transfer equivalent with a “C” or better within the last 5 years of the date of enrollment in RAD 100.
9. Complete MAT 106, MAT 130, MAT 131, MAT 140, MAT 188, MAT 189, MAT 190 or transfer equivalent with a “C” or better within the last 5 years of the date of enrollment in RAD 100. Note: BIO 131, BIO 132 and MATH requirements may only be attempted twice to be eligible for enrollment in the Radiography Program.

It is recommended that other required general education and core courses are completed prior to enrolling in RAD 100.

10. Students who receive an “XF” grade in any college course, taken at MCCC or elsewhere please see the Health Sciences Division Policy regarding an XF grade on their transcript, (pg.89).
11. Complete all health and safety requirements for health career students*. The following must be completed AFTER successful registration in RAD 100. Documentation must be verified by the program director no later than July 1st of the enrollment year. Submission of these materials after July 1st will result in the student being dropped from the course. Once students have registered for RAD 100, student MUST attend a mandatory orientation to obtain direction on how to complete the following requirements:
 - Comprehensive physical examination using Physical Form “A” with all required vaccinations and boosters, including at least an influenza vaccine, the first of 3 HEP B vaccinations or a signed Hepatitis B waiver
 - Drug Screen meeting all College guidelines for enrolling in a health career
 - PPD or Quantiferon Gold test
 - CPR certification for the health care professional from the American Red Cross
 - PA Criminal Background Record Check **
 - Child Abuse History Clearance **
 - FBI Fingerprint Criminal Background Check **
 - Purchase liability Insurance from Healthcare Providers Service Organization HPSO
12. Students are responsible to submit required forms and other materials as per current program policy and may incur additional costs which will be publicized on the website.
13. Provide proof of medical insurance.

RADIOGRAPHY PROGRAM REQUIREMENTS

Once enrolled in RAD 100 (Introduction to Radiography), students are required to:

- Attend the program orientation.
- Review the technical standards for the profession of Radiography above.
- Purchase all required textbooks and manuals.
- Purchase a Radiography Program uniform which includes: scrubs, lab coat, proper footwear and positioning markers.
- Assume all responsibility for transportation to and from the clinical education centers assigned.
- Complete the Radiography Program within four academic years of the date of the initial enrollment in the program.
- Successful completion of one of the following to demonstrate proof of computer literacy prior to enrolling in Radiography courses:
 - Demonstrate computer proficiency obtained through life experiences.
 - Demonstrate computer skills obtained at another academic institution including high school or acquired through on the job training,
 - Complete a computer science course such as CIS 100.
- Obtain annual physical, influenza vaccine, urine drug screen, immunization record along with various programmatic documentation needed (please see CastleBranch portal for specifics) to be uploaded to the CastleBranch Portal and verified no later than the date indicated on the CastleBranch portal each year.

Montgomery County Community College recognizes that medical marijuana is legal in the state of Pennsylvania and others. However, marijuana is currently classified as a Schedule 1 drug under federal law. As a result, any positive test for this drug will not be overturned by third party testing medical review officers, even if a medical marijuana card is presented.

- Maintain CPR certification for health care professionals from the American Red Cross.
- Maintain current medical insurance while in program.

* Requirements must be completed within 6 months of enrolling in RAD 100

** A Child Abuse History will and a Criminal Record may exclude the student from enrolling in the Radiography Program

*** Due to class limitations, the College does not guarantee continuous enrollment between non-Radiography and Radiography courses.

CLINICAL COMPLIANCE REQUIREMENTS

Students are required to open and maintain a CastleBranch account when directed to meet all initial clinical requirements along with a renewal of their account annually.

Guidelines for Success

When requested, initiate the CastleBranch profile and begin to upload your completed documents and training completion certificates. A video tutorial on how to create your CastleBranch profile is available. If there is a rejection on your CastleBranch profile, please log in to your account and view the specific instructions to assist you with how to correct the rejection.

If you have any specific questions, please reach out to CastleBranch first.

Ask questions early and often if you find you are having a problem. Your questions will be answered in a timely manner - within 24-48 business hours during the week and 48 hours over the weekend.

Students are responsible for keeping track of their compliance records and ensuring all information is up-to-date and correct. Updated documents must be submitted in a timely manner before they expire. If any item is expired, it may impact the student's ability to continue with the clinical component of their program.

Students are not to send any documentation to program faculty via email that is to be submitted to CastleBranch. The documentation is only in compliance when it is found in CastleBranch.

Please see specific course syllabus for further details.

TECHNICAL PERFORMANCE STANDARDS

The admissions policies of the Radiography Program do not discriminate on the basis of sex, race, creed, religion, marital status, age or mental/physical handicaps. The following is an outline of performance standards relative to Radiography.

Radiography involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of all radiological functions. A Radiographer is typically employed in a hospital, clinic or mobile radiography to provide x-ray procedures and direct patient care. Clinical and laboratory assignments for the Radiography program require certain physical demands that are the technical standards of admission. These standards are based upon the minimum tasks performed by graduates of the program as recommended by the American Society of Radiologic Technologists. Listed below are the technical standards which all applicants must meet in order to participate and complete the radiography program. Therefore, all applicants should possess:

1. **Sufficient visual acuity** to read x-ray prescriptions and charts, observe conditions of the patient and evaluate x-ray images.
2. **Sufficient auditory perception** to receive verbal communication from patients and members of the healthcare team and to assess the health needs of people through the use of monitoring devices such as intercom systems, cardiac monitors, respiratory monitors and fire alarms.
3. **Sufficient gross and fine motor coordination** to respond promptly and to implement skills related to the performance of imaging exams, such as positioning and transporting patients. Radiographers must be able to manipulate equipment such as the x-ray tube, table and control panel.
4. **Sufficient communication skills** (verbal, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the patient's/client's interest.
5. **Sufficient intellectual and emotional function** to plan and implement patient care.

Examples of specific technical standards the radiography student must be able to meet are: Lift, transfer and/or move patients from wheelchair/stretchers to x-ray table. Lift, move, reach or push equipment

- Manual dexterity and ability to bend/stretch
- Be able to stand or walk for 75% of clinical time
- Distinguish colors and shades of gray
- Demonstrate effective interpersonal skills, including patient instruction
- Read and extract information from the medical chart or patient prescriptions
- Explain the clinical study in English verbally and/or in writing
- Physical and mental abilities to handle moderate and frequent exposure to infectious agents (blood, urine) and moderate and limited exposure to ionizing radiation
- Carry 12-30 pounds (lead aprons) while working

RADIOGRAPHY PROGRAM COURSE SEQUENCE

**Curriculum is subject to change*

FIRST SEMESTER – SUMMER (6 – week session I)

BIO 131	Anatomy and Physiology I	4 credits
ENG 101	English Composition I	3 credits
MAT 106, MAT 130, MAT 131, MAT 140, MAT 188, MAT 189 or MAT 190	Math Elective	<u>3 - 4 credits</u>

Credit Hours: 10-11

FIRST SEMESTER – SUMMER (6 – week session II)

BIO 132	Anatomy and Physiology II	4 credits
ENG 115	Writing for Technical Communication	<u>3 credits</u>

Credit Hours: 7

SECOND SEMESTER – FALL

RAD 100	Introduction to Radiography	3 credits
RAD 106	Radiographic Image Production and Analysis	3 credits
RAD 104	Clinical Education I	3 credits
RAD 111	Radiographic Procedures I	<u>3 credits</u>

Credit Hours: 12

THIRD SEMESTER – SPRING

RAD 105	Radiation Physics and Imaging Equipment	3 credits
RAD 114	Clinical Education II	3 credits
RAD 121	Radiographic Procedures II	3 credits
PSY 101	Introduction to Psychology	<u>3 credits</u>

Credit Hours: 12

FOURTH SEMESTER – SUMMER

RAD 124	Clinical Education III	<u>4 credits</u>
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Credit Hours: 4

FIFTH SEMESTER – FALL

RAD 103	Radiation Protection and Biology (asynchronous format)	2 credits
RAD 214	Clinical Education IV	4 credits
RAD 221	Radiographic Procedures III (lecture: synchronous format)	3 credits
CMS 110 or 120	Speech Communication or Public Speaking	<u>3 credits</u>

Credit Hours: 12

SIXTH SEMESTER – SPRING

RAD 224	Clinical Education V	4 credits
RAD 230	Radiographic Pathology	2 credits
RAD 251	Imaging Professionals and Professional Readiness	3 credits
Elective	Any Approved Cultural Awareness /Diversity Elective	<u>3 credits</u>

Credit Hours: 12

Total: 69-70 credits

Please refer to the college website for pre-requisite and co-requisite course information along with course descriptions.

Revised: 3/22,1/23; 5/24

SEMESTER SCHEDULE

For planning purposes, students should be aware and plan the following schedule:

First Year fall and spring – Lecture and Lab courses are M, W and F and Clinical Education is T, TH.

Summer – Clinical Education M, T, W, TH for 10 weeks. This includes one Saturday and one evening rotation.*

Second Year fall and spring – Lecture and Lab courses are T, TH and Clinical Education is M, W, F.

Students should be aware that lecture and Lab days may constitute anywhere from 4 – 8 hours on campus during most semesters throughout the length of the program. In the second year fall semester students will have one asynchronous course and one course with the lecture portion conducted in a synchronous format.

Students should be aware that clinical education days are each 8 hours in length. Start and end times vary by institution.

*This is subject to change at any time.

PROGRESSION IN THE PROGRAM

In order to successfully progress from one semester to the next and ultimately graduate from the Radiography Program, the following criteria must be satisfactorily met:

- Earn a 75% or better in all didactic/lab courses.
- Earn an 80% or better in all clinical education courses.
- Earn a 75% or better on all **written/computerized exams in the procedures courses (RAD 111, RAD 121, RAD 221)**. Students who do not successfully achieve a 75% average on all written exams **INCLUDING** the final exam in the procedures courses (RAD 111, RAD 121 and RAD 221) will not be able to progress in the program *regardless of what the overall course average may be*.
- Complete all clinical education make-up time prior to the start of the next semester.
- Convert all “I” grades to a passing grade prior to the start of the next semester.
- Complete all health physical and background checks and other requirements as determined by the program, division and college.
- In order to graduate, all clinical competencies must be successfully completed and verified by the program director.

Successful progression in the program may not continue for the following reasons which include *but are not limited to*:

- Earning less than a 75% in didactic/lab courses within the Radiography Program
- Earning less than an 80% in clinical education courses
- Earning less than a 75% average on written/computerized* exams in RAD 111, RAD 121, RAD 221.
- Earning less than a 75% a on a retake written/computerized* exams in RAD 111, RAD 121, RAD 221.
 - *If a student does not achieve a 75% or better on the retake exam content given prior to the end of the course. The student earns a grade of F for the course (RAD 111, RAD 121 or RAD 221) and is unable to progress within the clinical education course that they are enrolled in at that time. A “W” will be given for the clinical education course the student is enrolled in at that time. If the student is enrolled in any other RAD courses (other than a clinical education course) at that time, is currently earning 75% or higher and it is past the college withdraw period. The student will be given the opportunity to complete the course. If the student is enrolled in any other RAD courses (other than a clinical education course) at that time and currently is earning less than 75% the student will be given a “W” at that time.*
- Not converting an “I” to a satisfactory grade by the start of the next semester
- Earning an XF due to violations of the Code of Ethics Policy
- Other violations not listed here but which are detailed in the program, division or college policies.

*The definition of Written/Computerized Exams consists of ANY exam administered to students to complete online, on paper or any combination to evaluate knowledge. Please see individual course syllabi for more information and grading specifics.

ACADEMIC MISCONDUCT POLICY

Radiologic Technology is a profession that holds the public trust. Academic misconduct by radiography students calls that trust into question; therefore, the Radiography program at Montgomery County Community College expects academic integrity.

It is a fundamental requirement that any work presented by students will be their own. Examples of academic misconduct include (but are not limited to):

- Copying the work of another student or allowing another student to copy your working papers, printed output, electronic files, quizzes, tests, or assignments.
- Completing the work of another student or allowing another student to complete or contribute to working papers, printed output, electronic files, quizzes, tests, or assignments.
- Viewing another student's computer screen during a quiz or examination.
- Talking or communicating with another student during any assessment.
- Violating procedures prescribed by the instructor to protect the integrity of a quiz, test or assignment.
- Plagiarism in any form, including, but not limited to: copying/pasting from a website, textbook, previously submitted student work, or any instructor-prepared class material; obvious violation of any copyright-protected materials.
- Knowingly aiding a person involved in academic misconduct.
- Insubordination towards faculty or clinical education instructors.
- Any violation regarding falsification of clinical time records as stated in the Radiography handbook.

It is the student's responsibility to address any questions regarding what might constitute academic misconduct to the academic advisor or director for further clarification.

Disciplinary action for academic misconduct in the Radiography program is listed below:

1. First offense on an ASSIGNMENT: Will result in an automatic "zero" for the assignment. No option will be provided to remove the zero received.
2. Second offense on an ASSIGNMENT: Will result in an "XF" grade for the course which results in the student being ineligible to successfully progress in the program.

3. Any offense on an assessment to include quizzes, tests, exams or other methods of assessing student progress will automatically result in an “XF” for the course and the student will not be able to progress in the Radiography Program.

Students earning an “XF” grade in any course will need to adhere to the “Students in Selective Admissions Programs with a XF Grade on Their Transcript policy” to be eligible to re-enroll in the Radiography Program in the future.

Created 8/05

Modified 4/07, 5/2021

Reviewed 3/13; 5/15; 4/16; 4/19; 12/19; 1/20; 12/20

Montgomery County Community College

Student Code of Conduct Violation Process

All student Code of conduct violations will be managed through the **STARFISH** Retention System. All concerns, incidents, problems or reports of violations must be entered into **STARFISH** as an alert flag for tracking purposes and before an investigation can begin.

Notification Received via STARFISH

1. All faculty should raise a flag in Starfish for any classroom behavior concern in order for the Dean of Student Affairs to begin an investigation.
2. The faculty **MUST** describe a concern or alleged violation in the notes section of the flag.
3. The Dean of Student Affairs will review the alert and assign it to one of the Judicial Officers for investigation.
4. The assigned Judicial Officer will contact the faculty member and set up a meeting or phone conference within five days of receiving a flag.
5. "Whenever possible, the Judicial Officer will attempt to resolve the problem informally through the administrative disciplinary process using mediation or conflict resolution."
6. The Judicial Officer will present the findings at the Judicial Officers committee meeting and present the recommended resolution. The Judicial Officer will:
 - a. Dismiss the allegation as being unfounded, or
 - b. Resolve the problem through mediation or conflict resolution or other appropriate avenues available at the College, or
 - c. Proceed administratively through the disciplinary process.
7. If the problem is resolved, the STARFISH alert will be updated and closed. The student and faculty will be notified.
8. If it is decided to proceed, a Code of Conduct file is created and the disciplinary process will continue as outlined in the Student Code of Conduct policy. Please see links in this handbook to the policy on the College website.

Notification of Incident Received from Other Sources

The Dean of Student Affairs Office will enter incidents received from other sources (Public Safety, Disability Services) into the Starfish system under the

appropriate flag. After the incident is entered in the system, the process stated above will be followed.

All faculty notifications received via phone or email will be required to raise a Behavioral Classroom Concern flag in Starfish in order for the Dean of Student Affairs to begin an investigation.

All staff, who do not have access to Starfish alerts, must complete a Student Discipline Form to begin an investigation. The Dean of Student Affairs Office will enter the form into the Starfish system under the appropriate flag.

Unacceptable Behavior Listed in the Student Code of Conduct

Montgomery County Community College may initiate disciplinary proceedings for student violations including, but not limited to a student who:

1. Disrupts the orderly process of the College, including but not limited to:
 - a. Disruption of classes, events or meeting, or interferes with the rights of others;
2. Conducts himself or herself in a manner that interferes with the College teaching, research, administration, disciplinary procedures, or other activities and public service functions.

DISCIPLINARY PROCEDURES

Step #1 – Reporting the Violation

Step #2 – Investigating the Incident

Upon notification of a potential violation of the Student code of Conduct, the Judicial Officer investigates the incident. The investigation will be completed within 5 business days after the date of the incident. After the investigation, the Judicial Officer will present findings at the Judicial Officers committee meeting and present the recommended resolution. The Judicial Officer will:

1. Dismiss the allegation as being unfounded, or
2. Proceed administratively through the disciplinary process, or
3. Resolve the allegation through the appropriate avenues available at the College.

Step #3 – Notification

Students must be notified in writing and given an opportunity to meet with the Judicial Officer and present information.

Step #4 – Administrative Decision

The Judicial Officer can decide if the violation should be addressed informally. At this point the student has the right to request an appeal hearing with the Judicial Hearing Board.

Step #5 – Judicial Hearing Board

Step #6 – Judicial Hearing Board Process

Step #7 – Appealing the Judicial Hearing Board Decision

ATTENDANCE -CLASS/DIDACTIC/LAB/CLINICAL

Attendance for all classes, clinical assignments and any scheduled program or function such as workshops or guest lectures is necessary if students are to meet the educational challenges and accomplish the objectives of the Radiography Program. The student shall refer to the course syllabus for specific attendance policies. Students are required to contact the course instructor/clinical preceptor prior to the absence or lateness.

Class Cancellation/Postponement:

In the event of inclement weather, clinical education courses will be cancelled in conjunction only with the cancellation of classes at Montgomery County Community College. Students are responsible for checking the MCCC homepage for weather information. Students are encouraged to sign up for text notifications from the College. **Please check Canvas for specific class instructions.**

If classes are cancelled, the clinical coordinator will notify each clinical affiliate.

Students DO NOT have to call the clinical education center themselves.

CONFIDENTIALITY STATEMENT

All students who are admitted to the Montgomery County Community College Radiography program are bound by strict obligations to protect patient's rights of privacy as required by **HIPAA (HEALTH INSURANCE PORTABILITY and ACCOUNTABILITY ACT)** and are required to sign off that they will abide by this prior to attending their first day of clinical education.

Items of Confidentiality include but are not limited to:

- All information about patients, their diagnosis, condition, treatment, financial statements, or family situations must be treated with privacy and held in strictest confidence.
- Case discussions, consultations, examinations, and treatments are considered confidential and should be conducted discreetly. This prohibits discussions concerning patients in public areas (i.e. elevators, cafeteria.)
- All records pertaining to a patient's medical care are to be treated as confidential. Any release of this information without a patient's written permission is prohibited by law.
- Students are expected to always understand their duty to each patient and not to disclose patient information except as necessary for the patient's care and not to access information about a patient except as necessary to provide continuing patient care.
- Failure to abide by this policy is grounds for dismissal from the program.

PROGRAM PRIVACY POLICY

Information relating to student disciplinary actions and conferences is confidential and not to be discussed outside the Program. Students that discuss program issues with clinical department staff other than clinical preceptors are subject to disciplinary action including a clinical warning and possible clinical probation.

BASIC CLASSROOM RULES POLICY

It is very important that you exhibit professional behavior at ALL times. Therefore, the following rules will apply in the classroom.

1. You are responsible for all work and assignments done in class.
2. All reading assignments must be completed prior to the classroom lecture.
3. If you feel that you are having difficulty with any part of the course speak with the faculty member of that class before it is too late. There are many resources for assisting with student success such as tutoring, advising and counseling along with supplemental instruction. Please ask for help! We will direct you to the proper department or person.
- 4. You are expected to show courtesy toward peers and faculty at all times. Disruptive behavior will not be tolerated, and you will be asked to leave the classroom/clinical site**
- 5. The use of personal or classroom electronic devices is at the discretion of the classroom instructor. Please refer to the course syllabi for specific rules.**
6. Please do not bring your children to class, it is not appropriate and will not be allowed unless prior approval is given by the instructor of the course and NO other option is available.

LABORATORY SKILLS COMPETENCY EXAMINATION PROCEDURE

Students throughout the radiographic procedures courses will be tested during the lab portion of the course on the various projections/positions taught during the lecture portion of the course. The patient will be another student or a phantom. Any unauthorized assistance from the patient will result in an unsuccessful attempt and will result in noncompliance of the academic misconduct policy, (please see policy for specifics).

Procedure:

1. The student will have five (5) minutes to prepare the room.
2. No patient request will be used more than once throughout the semester.
3. The student will randomly select a patient request. A patient profile and history will be provided on the request. The student should role play/simulate the exam just as if a real patient were involved (i.e. greet patient, previous history, discharge patient).
4. The laboratory skills competency examination form will be utilized to evaluate student performance.

CLINICAL EDUCATION ELECTRONIC DEVICE POLICY

Using an electronic mobile device during clinical assignments could be perceived as a HIPAA violation. Students should be focused on excellent patient care and procedures.

Please speak with your clinical preceptor if you have an emergency situation in which you may be monitoring for instructions on how to be reached through the department phone.

Students are **NOT PERMITTED** to have their electronic mobile devices (cell phones, tablets, earphones/pods, ipods, laptops, e-readers; and any other electronic device; etc.) on their person or in any patient care areas **while at a clinical assignment**. Texting, making/receiving phone calls, taking photos, accessing social media **are strictly prohibited** unless a student is on an official break/ lunch break.

- **Any student using their device in any manner other than during breaks or lunch WILL receive a written warning.**
- **A second offense will result in point deductions from the clinical course grade.**
- **A third offense will result in a FAILING grade for the course and the inability to progress in the program.**
- **Please refer to course syllabi for specifics.**

Revised: 5/24

CLINICAL GRADING/PROGRESSION

a. Clinical Warning

A student is given a Clinical Warning for:

- An absence as indicated in the Attendance Policy
 - Failure to follow-through with faculty recommendations for improvement
 - Failure to abide with Program Privacy Policy.
 - Inconsistency in meeting clinical and course objectives
 - Less than satisfactory performance in the clinical setting
- The student is provided with written documentation identifying the course and clinical objectives which are unsatisfactory, the time limit of the Clinical Warning, and how and by whom the student will be evaluated during the term of the Clinical Warning. Should the student have any additional unsatisfactory clinical performance during the course/semester, the student will be placed on Clinical Probation.

b. Clinical Probation

A student is placed on Clinical Probation for:

- Multiple absences as indicated in the Attendance Policy
- Failure to remediate performance according to the terms of the Clinical Warning
- Ongoing inconsistencies in meeting clinical and course objectives
- Unsafe radiography practice, includes but is not limited to:
 - Performing a repeat radiograph not under Direct Supervision as per JRCERT Standard 5.4*.
 - Performing an exam on the incorrect patient.
 - Performing an exam on the incorrect part/side.
- Academic dishonesty*.

A student placed on Clinical Probation is provided with written documentation identifying the objective which are unsatisfactory, the time limit of the Clinical Probation, and how and by whom the student will be evaluated during the term of the Clinical Probation. The student will also be assigned to write a paper. Should the student have any additional unsatisfactory clinical performance during the course/semester or not complete the assigned paper by the designated due date, the student will receive a Clinical Failure.

c. Clinical Failure

A student receives a Clinical Failure when evaluated as demonstrating either of the following:

- Excessive absences as noted in the Attendance Policy
- Unsatisfactory attainment of the clinical and course objectives
- Failure to remediate performance according to the terms of the Clinical Probation

- Performing more than one repeat radiograph not under Direct Supervision as per JRCERT Standard 5.4
- Repetition of unsafe radiography practice.
Performance records such as the Clinical Warning and the Clinical Probation will be maintained and further reviewed with the student during the final Clinical Evaluation meeting. When a student receives an unsatisfactory for clinical performance, the student will fail the course, regardless of the current didactic grade. A student who receives a Clinical Failure is no longer able to attend any radiography course activities.

*The following incidences are NOT erased after each semester/course. They continue throughout the length of the Radiography Program that the student is enrolled.

Revised: 5/24

CLINICAL ABSENCE POLICY

A clinical absence is defined as a missed scheduled clinical day for any reason other than the exceptions listed within the course syllabus. Students are required to spend a specific number of hours or days at the clinical site each semester as indicated in the clinical course syllabus. Students are expected and required to follow the clinical schedule through the end of the semester. Attendance is an integral component in the fulfillment of clinical requirements and patient experiences. When the College is open, students are expected to be in attendance. **Excessive absences may result in an inability to progress in the program. Please refer to the course syllabi for specific details on attendance.**

I. Policy

Attendance and punctuality are behaviors integral to the professional Radiographer's role. The Radiography faculty expects student attendance and participation in clinical learning activities as a means to promote excellence in radiography practice. Any time missed after the free day **MUST** be made up at the clinical site that it is missed prior to the start of the next semester/graduation (please see specific policy in syllabus). If not, the student may not be able to progress within the program. The free day may not be taken during evening and weekend rotations. If time is missed during evening and/or weekend rotations the time must be made up during evening and/or weekend hours.

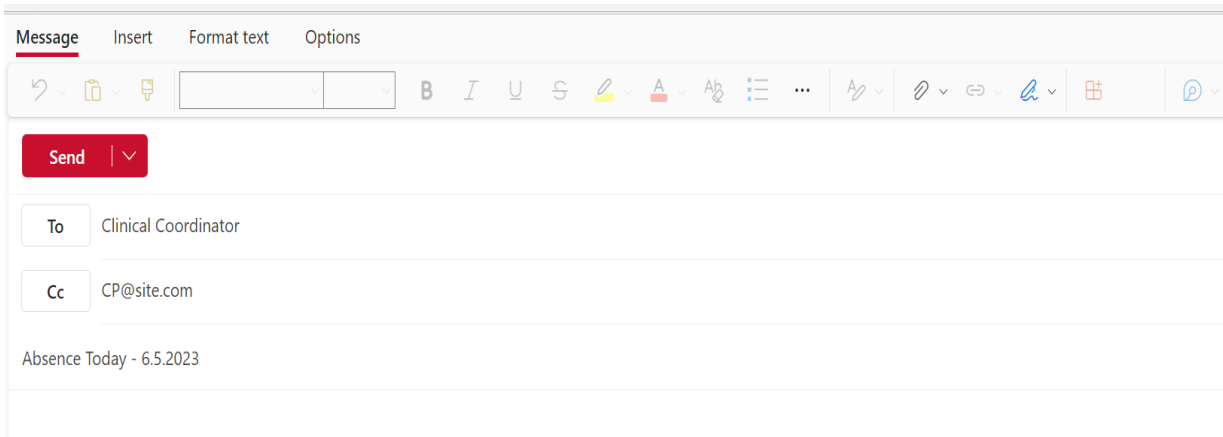
II. Procedure

- A. Each student will be given 1 *free* absence with no penalty, point/percentage deduction, or make-up time associated. This needs to be approved by the clinical coordinator prior to the day. Upon approval, an email indicating this absence must be sent to both the coordinator and preceptor at least 30 minutes prior to the start of their clinical education shifts. Please see the specific policy in the course syllabus.
- B. At the request of the Clinical Coordinator, a doctor's note may be required for clearance to return to clinical. Please see specifics below.
- C. In all clinical Radiography courses, a student that misses a second or third absence of scheduled clinical experience will need to make up the time associated but will receive no point/percentage grade deduction. A student who misses a fourth absence of scheduled clinical experience will receive a Clinical Warning and a 3% grade deduction off of the student's final grade. A student who misses a fifth absence of clinical experience will receive Clinical Probation along with an additional 5% grade deduction off of the

student's final grade. A student who misses a sixth absence or more of clinical experiences will receive an additional 5% off for each additional absence of the student's final grade and may receive a Clinical Failure. Any time missed after the first absence will need to be made up to meet the clinical objectives of the course.

- D. Students who have not submitted required health and clearance forms 24 - 48 business hours prior to the next clinical, may not attend clinical. This will result in clinical absences and may result in Clinical Warning, Clinical Probation and/or Clinical Failure.
- E. In the event an exception from the clinical absence policy will be granted, the issuance of a Clinical Warning (as outlined in B and C above) will not occur. The student is required to follow the specific policy regarding the exception in the course syllabus for the Clinical Warning to not be issued. The student is required to meet all Clinical Objectives for the course.

Should a student be ill or otherwise unable to attend clinical education, the student is responsible for contacting BOTH the clinical preceptor at their clinical education site AND the clinical coordinator at least 30 minutes prior to the start of their clinical education shifts. This is to be completed by the use of 1 email to both the clinical preceptor and the clinical coordinator. Please see below for an example:



Should a clinical site require a phone call or text, this must be in ADDITION to the email that the school requires.

If both the clinical coordinator and the clinical preceptor at the clinical education center are not contacted this will result in a "No Call No Show" and missed time must be made up or the student will receive an

incomplete grade for the course. A “No Call No Show” will also result in an 8% course grade deduction.

A second offense of “No Call No Show” will result in the inability to progress in the program.

For each clinical course, students should refer to the appropriate clinical course syllabus for the attendance policy for that course and how absences may affect the ability to progress in the program.

All make-up days must be approved by the program director and the clinical preceptor prior to the date of make-up by submitting a clinical absence time slip along with any time completed prior to the next semester start date or the student will not be able to progress in the program.

In the event of the death of a family member an exception from the clinical absence policy will be granted and missed clinical day(s). The student is required to supply documentation of the death (newspaper notice or letter from the funeral director) to the clinical preceptor. In addition, the student is required to meet all Clinical Objectives for the Course. Extenuating circumstances will be reviewed by the Clinical Coordinator and the Program Director on an individual basis.

If a student is absent for more than two (2) consecutive days due to illness or injury, it is required that the student obtain a statement from their physician indicating “no restrictions” and submit it to the clinical coordinator before returning to clinical education.

Any other extenuating circumstances will be reviewed on an individual basis by the Program Director.

Program attendance **will never be scheduled for over 40 hours per week. Students completing any make-up time that results in a greater than a 40 hour school week must do so on a voluntary basis.** A student will not receive their diploma until all clinical education requirements are completed, including all required clinical competencies and clinical education time.

Revised 2/18, 8/18, 7/21, 1/22, 5/22, 1/24, 5/24

5 STEPS TO CLINICAL COMPETENCY

CLINICAL EDUCATION SUPERVISION POLICY

Step One:

- The radiographic examination will be introduced in one of three Radiographic Procedures courses, (RAD 111, RAD 121, RAD 221).
- Students will participate in discussion, demonstration in the lab, reading assignments, anatomy review and positioning practice.

Step Two:

- In the classroom, the student will achieve at least a **75%** in all written/computerized examination(s) covering the assigned objectives. The test scores for these exams are a component to the Procedures course.

Step Three:

- In the energized laboratory, **under direct supervision** of the Radiographic Procedures lab instructor, using either the Pixie or a classmate as a model, the student will correctly position the required projections(s) for the examination according to a demonstration list. The student must achieve a passing score for this lab competency examination. If the student fails the Step Three competency, it is the student's responsibility to contact the Procedures/Lab Instructor for another testing date. Re-testing will be at the Instructor's convenience after class hours.

Step Four:

- At the clinical education center, **under direct supervision** of a registered radiographer or the Clinical Preceptor or the Clinical Coordinator, the student will correctly perform the learned examination as many times as they feel needed is needed on patients. The student will ask the supervising radiographer to critique their performance after each examination for guidance in improving.

Step Five:

- Under **direct supervision** of the Clinical Preceptor or Registered Radiographer, the student will correctly perform the examination according to the clinical competency evaluation form. The student **MUST** request the exam be considered for their competency prior to performing the procedure. The evaluator may not assist the student or provide any prompts to aid the student in this procedure. Completed competencies apply towards their clinical course grade.
- Students may not complete a clinical competency on a patient at the clinical site until they have completed steps 1-4 successfully.
- After competency is achieved, the student may perform that procedure under **indirect supervision**.

- If at any time throughout the program the clinical preceptor and/or clinical coordinator observe that the student is no longer competent on a procedure. The competency may be pulled from the student's list of validated competencies that have been previously achieved. The student then must perform the competency again as described in Step 5 for the competency to be counted as an achieved competency. The student may also be required to complete some sort of remediation, (please see specific course syllabi for details).
- **Regardless of the level of competency achieved, students MUST perform all repeat images under direct supervision.**

For specific definitions of:

Direct Supervision

Indirect Supervision

Repeat Images

Please refer to the JRCERT Standards of an Accredited Program located on the Castlebranch Portal and which all students are required to acknowledge by signature.

Revised 2/18; 12/20; 1/24

CLINICAL EDUCATION CENTERS and CLINICAL PRECEPTORS

Clinical Education Center Information	Clinical Preceptor and Administrator Information	Distance from <u>Blue Bell</u>
<p>AFC Urgent Care 48A E Ridge Pike Conshohocken, PA 19428</p> <p>8:15 – 4:15</p>	<p>Elizabeth D’Alessio R.T.(R) Clinical Preceptor Elizabethclark1986@gmail.com</p> <p>Adam Cooper Director acooper@afcurgentcare.com 484-243-6730</p>	<p>7.5 miles</p>
<p>Boyertown Rehabilitation and Imaging Center 23 Walnut Street Boyertown, PA 19512 610 367 8844 ext 12</p> <p>7:30 – 3:30</p>	<p>Brenda Swankoski, A.S., R.T. (R) (M) Clinical Preceptor Brenda.Swankoski@towerhealth.org</p> <p>Sue DeSanto Radiology Director SusanM.Desanto@towerhealth.org 620 327 7491</p>	<p>25 miles</p>
<p>Chestnut Hill Hospital 8835 Germantown Avenue Philadelphia, PA 19118 215 248 8578</p> <p>8:00 – 4:00</p>	<p>Kaitlyn Reyes, R.T., (R) (CT) Clinical Preceptor 215 248 2086 kaitlyn.reyes@tuhs.temple.edu</p> <p>Shakyla Moore, R.T., (R) (CT) Radiology Administrator shakyla.moore@tuhs.temple.edu</p>	<p>10.1 miles</p>
<p>Children’s Hospital of Philadelphia – King of Prussia Location 550 South Goddard Boulevard King of Prussia, PA 19406 610 337 3232</p>	<p>Christina Charles, R.T., (R) Clinical Preceptor charles@CHOP.edu 215 880 7027</p> <p>Mary Gutherman B.S., R.T. (R) Clinical Preceptor guthermanm@chop.edu</p>	<p>12 miles</p>

<p>8:00 – 4:00</p>	<p>Jessica Jacovini, R.T.,(R) Clinical Preceptor jacovinij@chop.edu</p>	
<p>Doylestown Hospital 595 West State Street Doylestown, PA 18901 215 345 2316</p> <p>8:00 – 4:00</p>	<p>Missy McBride, R.T., (R) (CT) Clinical Preceptor MMcBride@dh.org bradbeck2006@verizon.net 215 206 7487</p> <p>Alicia Valentine, R.T., (R) Clinical Preceptor avalentine@dh.org</p> <p>Janice VanDolsen, R.T., (R) Radiology Director jvandolsen@dh.org 215 345 2316</p>	<p>13 miles</p>
<p>Einstein Medical Center Montgomery 559 W Germantown Pike E. Norriton, PA 19403 484 622 1000</p> <p>8:00 – 4:00</p>	<p>Lauren WeMett, R.T. (R) Clinical Preceptor 484 622 0712 lauren.wemett@jefferson.edu</p> <p>Tricia Price, R.T., (R) Radiology Director 484 622 0725 Patricia.price@jefferson.edu</p>	<p>5.6 miles</p>
<p>Einstein KING OF PRUSSIA Imaging 210 Mall Boulevard Suite G02 King of Prussia, PA 19406 610 233 3799</p> <p>8:00 – 4:00</p>	<p>Stephanie Lancaster Nutridge, R.T., (R) Clinical Preceptor lancasts@einstein.edu</p> <p>Patricia Modafferi, MHA Vice President, Healthcare Services modaffeP@einstein.edu</p>	<p>9.7 miles</p>
<p>Einstein COLLEGEVILLE Imaging 100 Market Street</p>	<p>Deb Selser, R.T., (R) Clinical Preceptor selserde@einstein.edu</p>	<p>13 miles</p>

<p>Suite 200 Collegeville, PA 19426 484 622 6440</p> <p>8:00 – 4:00</p>	<p>Patricia Modafferi, MHA Vice President, Healthcare Services modaffeP@einstein.edu</p>	
<p>Jefferson Outpatient Imaging – East Norriton 1 West Germantown Pike Norristown, PA 19401 610 277 – 3202</p> <p>8:00 – 4:00</p>	<p>KelleyAnn Beck, R.T., (R) Clinical Preceptor 215 885 – 1011 kbeckrt@comcast.net</p> <p>Sandra Carr B.S., R.T. (R)(ARRT) Clinical Supervisor Jefferson Outpatient Imaging 267-908-1058 Sandra.carr2@jefferson.edu</p> <p>Administrator: Gina Wahl gina.wahl@jefferson.edu</p>	<p>3.4 miles</p>
<p>Jefferson Outpatient Imaging – Collegeville 535 West 2nd Avenue Collegeville, PA 19426 610 503 4900</p> <p>8:00- 4:00</p>	<p>Kimberly Chang, R.T., (R)(MR) Clinical Preceptor 215 890 1235 Kimberly.chang@jefferson.edu</p> <p>Sandra Carr B.S., R.T. (R)(ARRT) Clinical Supervisor Jefferson Outpatient Imaging 267-908-1058 Sandra.carr2@jefferson.edu</p> <p>Administrator: Gina Wahl gina.wahl@jefferson.edu</p>	<p>12 miles</p>
<p>Lansdale Hospital, Abington Health 100 Medical Campus Dr.</p> <p>Lansdale, PA 19446</p> <p>215 361-4516 215 361-4503</p>	<p>Marisa Tuhacek, R.T., (R) Clinical Preceptor Marisa.Tuhacek@jefferson.edu</p> <p>Melanie Levy R.T., (R) Clinical Preceptor 267-640-7970 Melanie.Levy@jefferson.edu</p>	<p>8.2 miles</p>

<p>8:00 – 4:00</p>	<p>Joan Diaz Radiology Director 215 481 3686 Joan.M.Diaz@jefferson.edu</p>	
<p>Phoenixville Hospital 140 Nutt Road Phoenixville PA 19460 610 983 1128</p> <p>8:00 – 4:00</p>	<p>Karen Dzedzic, M.S., R.T. (R) Clinical Preceptor KarenL.Dzedzic@towerhealth.org 484 256 3695</p> <p>Benjamin Manning B.S., R.T. (R) Clinical Preceptor ben.manning@towerhealth.org</p> <p>Debra Sciarra, B.S., R.T. (R) Radiology Director Debra.Sciarra@towerhealth.org 610 983 1125</p>	<p>15.4 miles</p>
<p>Phoenixville Hospital Outpatient Diagnostic Imaging Center 420 W Linfield-Trappe Rd Building A, Suite 2200, Limerick, PA 19468 848-750-3621</p> <p>8:00 – 4:00</p>	<p>Paige Malanga, MHA, R.T.(R) Clinical Preceptor Phone: 484-750-3621 Paige.Malanga@towerhealth.org</p> <p>Debra Sciarra, B.S., R.T. (R) Radiology Director Debra.Sciarra@towerhealth.org 610 983 1125</p>	<p>18.1 miles</p>
<p>Pottstown Memorial Medical Center 1600 E. High St. Pottstown, PA 19464 610 327 7486 610 327 7000 610 327 7486 610 327 3392</p> <p>7:30 – 3:30</p>	<p>Victor-Stanley Szczepkowicz Clinical Preceptor victorstanley.szczepkowicz@towerhealth.org</p> <p>Sue DeSanto Radiology Director SusanM.Desanto@towerhealth.org 620 327 7491</p>	<p>22 miles</p>
<p>Premier Orthopedics at Exton Surgery Center 491 John Young Way Suite 100</p>	<p>Linda Mooney, R.T., (R) Clinical Preceptor Imooney_18@hotmail.com</p>	<p>29.4 miles</p>

<p>Exton, PA 19341</p> <p>8:00 – 4:00</p>	<p>Helen Dickson Administrator hdickson1@uspi.com 484-872-8408</p>	
<p>Premier Orthopedics (Pennsylvania Orthopedic Center) 266 Lancaster Avenue Suite 200 Malvern, PA 19355 <i>(FYI - GPS may also say Paoli)</i> 610 644 6900</p> <p>8:00 – 4:00</p>	<p>Paige Taylor, R.T., (R) Clinical Preceptor ptaylor@premierortho.com 610 764 9584</p>	<p>17 miles</p>
<p>Rothman Institute – King of Prussia 234 Mall Boulevard King of Prussia, PA 19406</p> <p>7:30 – 3:30</p>	<p>Amber Tittle, R.T., (R) Clinical Preceptor Amber.Tittle@rothmanortho.com 610 755 3706</p> <p>Roberta Fleischman Site Administrator Roberta.fleischman@rothmanortho.com 610 755 3084</p>	<p>9.6 miles</p>
<p>Rothman Institute – Limerick 400 Enterprise Drive 2nd Floor Limerick, PA 19468 610 624 1537</p> <p>8:00 – 4:00</p>	<p>Melanie Elia, R.T., (R) Clinical Preceptor 484 932 5029 Melanie.Elia@rothmanortho.com</p> <p>Stacy Mabry Site Administrator Stacy.Mabry@rothmanortho.com 610 624 1537</p>	<p>21 miles</p>
<p>Shriners for Children – Philadelphia 3551 N Broad St, Philadelphia, PA 19140 (215) 430-4258 7:30 – 3:30</p>	<p>William (Bill) Roman, R.T., (R) Radiology Manager and Clinical Preceptor wroman@shrinenet.org</p> <p>Megan Hitchner, R.T., (R) Clinical Preceptor when Bill is out Mhitchner@shrinenet.org</p>	<p>17 miles</p>

	Heather Greenfield Shriners for Children, Philadelphia HGreenfield@shrinenet.org	
St Luke’s Hospital – Upper Bucks Campus 3000 St Luke's Dr, Quakertown, PA 18951 267 985 1104 7:30 – 3:30	Catherine Mealing Clinical Preceptor catherine.mealing@sluhn.org Lorri Fosbenner Radiology Administrator 267 985 1081 (Office) 267 374 0264 (Cell) Lorri.fosbenner@sluhn.org	23 miles
Suburban Community Hospital 2701 DeKalb Pike Norristown, PA 19401 484 5715122 610 2782101 Fax: 610 2708312 8:00- 4:00	Paula Walker RT (R) Clinical Preceptor PWalker2@primehealthcare.com 267 226 4960 Michael Mignone Radiology Administrator 610 292 7125 mmignone@primehealthcare.com	3.5 miles
Veteran’s Affairs Medical Center – Coatesville 1400 Blackhorse Hill Road Coatesville, PA 19320 8:00 – 4:00	Connie Belden, R.T. (R), (M), (CT) Clinical Preceptor connie.belden@va.gov Kathryn Jones R.T.,(R) Clinical Preceptor 610 383 0262 EXT 4262 Kathryn.Jones3@VA.gov	33 miles

Revised:
 4/04;1/05;3/05;8/05 ;1/06 ;4/06; 5/06; 4/07;
 1/08; 5/09; 9/09;3/10;3/11;3/11;12/12;
 3/13;3/14, 8/15, 5/16, 5/17, 2/18, 4/18; 8/18;
 9/18; 4/19; 12/19; 8/20; 12/20; 5/21; 7/21;
 1/22; 3/22; 5/22; 8/22; 12/22; 1/23; 5/23;
 8/23; 1/24; 5/24

*For the Einstein King of Prussia and Collegeville locations, students who are assigned to Einstein Medical Center Montgomery will be rotating to these other sites as assigned by the clinical preceptor at Einstein Medical Center Montgomery.

CLINICAL ASSIGNMENTS

Students will be assigned to clinical education facilities by the program officials.

Students are randomly assigned, and the program does not accept or recognize “requests” or alterations of any kinds (this includes “switching”) based on a preference or distance.

Students will be advised of their first rotation for the first-year fall and spring at orientation. The Clinical Coordinator will distribute the rotations to the students each subsequent semester. Clinical Education assignments may change based on additional clinical sites being added or deletion of clinical sites for a variety of reasons.

The program assures that all students will have equivalent volume and variety of clinical experiences while enrolled in the program.

Please note: Students should not be re-assigned room/area rotations based on staffing needs within the clinical education center. There will always be a 1:1 ratio of staff radiographers to students at all times students are assigned to clinical. Supervision policies should always be in enforced.

Revised: 8/22

PROOF OF MEDICAL INSURANCE

Students are responsible to show proof of medical insurance while enrolled in the Radiography Program. Proof of current medical insurance must be uploaded to the CastleBranch Portal each academic year a student is enrolled in the program.

TRANSPORTATION

Students are responsible for their own transportation to and from clinical assignments and to and from the Blue Bell Campus for class and laboratory sessions.

CLINICAL OBLIGATIONS

CLINICAL ASSIGNMENTS:

Students in the Program spend at least 225 hours per semester (15 hours per week) in clinical education during their first two semesters in this Program. Clinical hours are scheduled to begin between 7:30 am- 8:30 am and end between 3:30 pm -4:30 pm on Tuesday and Thursday. The starting and ending time depends on the clinical education center assigned for the semester. These hours include a 30 minute lunch and 15 min break each day. The remaining days during the week are spent in classes, laboratory or outside studies.

The summer semester is comprised of at least 300 hours clinical and is generally scheduled four days per week. One Saturday AND four evening rotations are assigned during this ten week semester per student. Students will receive these off hour assignments well in advance of their scheduled dates.

During the last year in the Program, students spend at least 300 hours per semester in their clinical courses which are scheduled on Monday, Wednesday and Friday. These include a 30 minute lunch and a 15 min break each day. Clinical hours are **generally** 7:30am-3:30pm, 8:00am-4:00pm, 8:30-4:30; 9:00- 5:00 depending on the clinical education center assigned. The remaining days during the week are spent in classes, laboratory or outside studies.

VACATION TIME AND HOLIDAYS

Besides all college-wide observed holidays, winter break and spring break, students also have off 2 weeks between the end of the spring semester and the start of the summer clinical semester, the week of July 4th off and approximately 2-3 weeks between the end of the summer clinical course and the beginning of the next fall semester depending on the fall start date.

College Holidays observed are: New Year's Day, MLK Day, Memorial Day, Juneteenth, 4th of July, Labor Day, Thanksgiving including the day before and the day after, Christmas Eve, Christmas, New Year's Eve.

Revised: 1/22, 3/22

COMMUNICABLE DISEASES AND INFECTION CONTROL POLICY

Standard Precautions are to be used while in the clinical site for the well-being of both the patients and the student. Proper aseptic techniques will reduce the spread of infection, but it will not eliminate it. The following conditions are symptoms of possible infectious diseases; therefore, they are labeled reportable diseases. **You should not go to the clinic without written permission if you have a reportable disease.**

1. Diarrhea
2. Vomiting
3. Upper respiratory infection
4. Fever
5. Rash (any part of the body)
6. Open sores (any part of the body)
7. Boils
8. Herpes- this includes cold sores on the mouth
(Cold sores on the mouth must be heavily scabbed over before the infection reaches the non-contagious state).
9. Parasite infestation
10. Strep or staph infections
11. Infectious mononucleosis
12. Pink Eye (Conjunctivitis)

STANDARD PRECAUTIONS

Standard precautions or Universal precautions refers to washing hands, wearing gloves, wearing a face mask (either full face or covering mouth and nose only) wearing goggles and if necessary wearing a protective apron or gown when handling any potential blood or body fluids. These precautions also apply to dried blood and body fluids including saliva.

- Protective clothing and equipment must be readily available and accessible.
- Gloves must be worn whenever there is as risk of exposure to blood or body substances, however wearing gloves does not replace the need to wash hands.
- Protective eye wear and/ or full face shields must be worn during procedures where splashing splattering or spraying of blood or other body substances occur.

In an effort to maintain a safe and healthful environment, the Program will provide educational opportunities to students and staff regarding measures that can be taken to reduce the risk of contracting or transmitting communicable diseases (including HIV infection) at school and in clinical.

In recognition that an individual's health status is personal and private, the Program will handle information regarding students with suspected or confirmed communicable diseases in accord with state and federal law and College policies regarding the

confidentiality of student records, while at the same time complying with applicable public health reporting requirements.

Health Sciences Division

Child Abuse History Clearance and Criminal Record Checks Policy

I. Policy

The Health Sciences Division is committed to providing meaningful experiential learning opportunities for all students enrolled in its Health Programs as a means to reinforce discipline specific knowledge and assist in developing appropriate professional skills and attributes. To this end the Health Programs enter into agreements with various persons and agencies to assist in providing student learning opportunities. A component of these agreements requires maintenance of student records regarding Child Abuse History Clearance, Pennsylvania Criminal Record Check, and FBI Criminal History Background Check as may be applicable.

II. Procedure

- a. Students will complete and submit evidence of a Child Abuse History Clearance, Pennsylvania Criminal Record Check, and FBI Criminal History Background Check/Exemption Statement to CastleBranch or the discipline specific Program Office as described in the Program Handbook. All current fees prevail.
- b. The Child Abuse History Clearance
 - i. The student will follow the directions posted on CastleBranch or distributed by their Program Director to complete and submit the Child Abuse History Clearance.
A positive Child Abuse History Clearance report will exclude a student from participation in the clinical component of a Health Program at Montgomery County Community College regardless of when the offense occurred.
- c. The Pennsylvania Criminal Record Check
 - i. The student will follow the directions posted on CastleBranch or distributed by their Program Director to complete and submit the Pennsylvania Criminal Record Check.
If a record exists, you will receive the background check in the mail. You must submit the original report and all attachments provided by the State Police to CastleBranch or the specific Program office.
- d. FBI Criminal History Background Check
 - i. The student will follow the directions posted on CastleBranch or distributed by their Program Director to complete and submit the FBI Criminal History Background Check.

Act 114 – Pennsylvania Federal History Background check -\$22.60 (paid at the Finger Print site. Check, debit, credit or money order, NO CASH payment)

To start this process:

Click on the following link:

<https://uenroll.identogo.com/>

(844-321-2101)

In the middle of the screen, you will see “Enter your Service Code to get started.” Enter the following Service Code: **1KG756**

NOTE THAT YOU MUST TAKE YOUR SERVICE CODE WITH YOU WHEN YOU HAVE YOUR FINGERS SCANNED AS WELL AS THE FORM OF ID YOU SELECT BELOW.

Before proceeding, please know the following: Although you can “walk in” for your finger prints, Identogo does more than just fingerprints. You could have to wait while they process other customers.

They suggest that you select a day and time so that you are given preference when you arrive and avoid a wait. As you complete the below process, you will be given the option to make an appointment or select “walk-in.”

- Select “Schedule or Manage Appointment”.
- Enter your name, date of birth, email address, country, and phone number.
- Click Next. Create a security question and answer on this page. Enter your country of birth, city of birth, state of birth and country of citizenship.
- Click Next. Answer the three questions (the answer to the coupon code question is “no”.)
- Click Next. Enter your personal information and Click Next.
- Enter your mailing address and Click Next.
- Click on the item you will be bringing when you get your finger prints done. Most likely the Driver’s License issued by a State or outlying possession of the US. Answer “name” question.
- Then Click Next.
- Enter the school’s zip code (19422) if you intend to have your fingers scanned while you are in this area. Otherwise, enter whatever zip code you are willing to drive to.

The closest location to the college is:

Identogo,
101 Germantown Pike
Suede Square Suite 15
Norristown, Pa 19401

Their hours are Tuesday and Thursday 8:30AM-12:00PM and 12:30PM-5:00PM.

PRINT OFF THE SERVICE SUMMARY AS IT HAS YOUR SERVICE CODE AND THIS DOCUMENT WILL SERVE AS YOUR PROOF OF REGISTRATION.

e. The Pennsylvania Older Adults Protective Services Act identifies offenses that make a person ineligible for employment as a Health Care Provider. A Criminal Record check and/or a FBI Criminal History Background Check that discloses these offenses, regardless of the date, will prohibit a student from participating in the clinical component of a Health Program at Montgomery County Community College.

f. You will be denied participation in any clinical course(s) and/or clinical based learning opportunities, thus immediately withdrawing you from the Health Program, if you have any of the following:

- i. a history of a prohibitive offense(s) as identified in the Pennsylvania Older Adults Protective Services Act on your Criminal Record Check and/or FBI Criminal History Background Check <https://www.aging.pa.gov/organization/advocacy-and-protection/Documents/Older%20Adults%20Protective%20Services%20Act.pdf>
- ii. a pending charge of a prohibitive offense without disposition as identified in the Pennsylvania Older Adults Protective Services Act on your Criminal Record Check and/or FBI Criminal History Background Check
- iii. a positive Child Abuse History Clearance report or a pending charge of Child Abuse without disposition
- iv. you are currently on probation or parole

g. The Child Abuse History Clearance, Pennsylvania Criminal Record and FBI Criminal History Background checks documentation must be current while the student is enrolled in the Health Program and are required to be updated annually. The original Child Abuse History Clearance, Pennsylvania Criminal Record Check and FBI Criminal History Background Check reports should be submitted to CastleBranch or the appropriate Program Office and will be placed in the student's file.

h. It is the student's responsibility to immediately notify the Program Director or Dean of Health Sciences of any events or changes in the Child Abuse History Clearance, Pennsylvania Criminal Record, and FBI Criminal History Background Check which may affect continued eligibility to participate in the clinical component of the Health Program.

i. A student with a potential concern regarding the Child Abuse History Clearance, Pennsylvania Criminal Record Check, and FBI Criminal History Background Check, is encouraged to contact the discipline specific Health Program Director to discuss the matter in confidence.

Originated: April, 2007
Revised April, 2008
Revised October, 2008
Revised November, 2008
Revised April, 2009
Revised November, 2010
Revised August, 2011
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Updated: October, 2012
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Revised: January, 2015
Revised: May 2016
Revised: February 2017
Revised: April 2017
Revised: March 2018
Revised: April 2018
Revised: February 2020
Revised August 2020, October 2020

DRESS CODE POLICY

It is the belief that a dress code for clinical assignments is important to clearly identify Montgomery County Community College Radiography students. The dress code also promotes student comfort and patient safety. ***Students who do not meet the Uniform regulations will be asked to leave the clinical area and take an absence for the day if the correction or remediation in uniform cannot be made immediately. If a clinical education site has a dress code more restrictive than that of the Radiography Program, students will adhere to the more restrictive code.***

- A. The uniform of the school can be purchased through the campus bookstore.
- B. The full uniform is to be worn while at the clinical education center on every clinical day.

Full uniform includes:

1. These combinations of tops and bottoms may be worn:
 - a. Hunter green scrub top with hunter green scrub pants
 - b. Hunter green scrub top with black scrub pants
 - c. Black scrub top with hunter green scrub pants
2. Clean, all-white or all-black, professional-looking easily wipeable shoes designed for safety and support are required. Sport logos, canvas, high-top sneakers, sandals, open-toed or backless shoes are **NOT** permitted. **CROC'S ARE NOT PERMITTED.** Radiography students are to wear shoes that are predominately white or black non-canvas, well-kept, closed-toe, quiet soles, and non-skid uniform shoes or athletic shoes. Shoelaces must be kept clean. Open back shoes such as clogs or "Croc-like" shoes with open backs and perforated (mesh) tops are not acceptable; "plastic" type shoes are also unacceptable. Material of shoes must provide a safe barrier from blood and body fluids so no texture on the shoe. Remember, you will be on your feet most of the day and you will want supportive shoes.
3. **Personal Radiation Dosimetry Badge** – will be distributed in the first few days of school.
4. **Radiographic Lead Markers** – the information is on the montco connect "Radiography Students" group page.
5. **Picture ID** – your school ID or otherwise issued by the clinical education site.

If one or more of these items are missing, students will be sent home to retrieve them and that time will need to be made up at a later date.

- A. A white lab coat or hunter green warm up jacket are the only acceptable garment to be worn **over the uniform**. A CLEAN white, black or gray turtleneck or t-shirt may be worn underneath the scrub top in winter weather, or to cover tattoos if needed. T-shirts and turtlenecks **may not have any writing or logos** and must not be ripped, torn or soiled. Tattoos can be viewed as offensive by patients. **All tattoos must be concealed while in clinical education.**

- B. Nails are to be kept natural and less than 1/8" long to avoid scratching or injury to the patient, as well as to prevent growth of bacteria and other infections. Nail polish of any color is not permitted. Students with (but not limited to) nail polish, gels, or any artificial nails will be sent home and missed time must be made up.

Make-up should be used with discretion and minimally applied.

- E. The only jewelry to be worn with the uniform is a wedding band, a watch and a medical bracelet if necessary. **The only permissible jewelry for the ears is 1 pair of small stud earrings.** No dangling earrings are allowed. No tongue rings, or any additional facial (including but not limited to lip and brow) or ear jewelry of any kind is permitted. This includes tongue studs, nose rings/studs/shafts/gauges. ANY artificial item on or around the face is not permitted. Students may either replace the artificial item with a clear plastic plug during clinical education or the student may remove the artificial item and cover the hole with a flesh-colored band aid during clinical education. Clinical Education sites whose regulations require other modifications prevail.
- F. Hair must be composed of natural or synthetic hair materials and must be clean and neatly arranged with no extremes of style and a natural color; not necessarily student's natural hair color. It must clear the uniform collar and be controlled in such a way that it will not cause contamination. Religious or culturally required head and or facial coverings must be in either white, black or navy and must be a solid color. No prints or embellishments e.g. bows, flowers are permitted. Students who are required, for religious or cultural reasons to wear a head and/or facial covering in clinical are aware that the facility/hospital may restrict and/or limit student participation in some areas where a head covering may pose a safety risk to patients, staff, or the student.
- G. Men shall be clean shaven and/or beards and mustaches neatly kept and trimmed.
- H. Odors are offensive and can be a health hazard; no perfume, cologne or after shave are permitted. Noxious odors such as poor dental hygiene, body odor and cigarette smoke will not be tolerated.
- I. Students will be required to wear Operating Room Attire which is distributed in a manner determined by each clinical education center. No alternative operating room attire will be considered by the program. Policies regarding **Operating Room Attire is completely at the discretion of each clinical education center.**

DUE PROCESS POLICY

The following procedures outline the steps for formal resolution of a grievance or complaint specifically dealing with **issues in the Radiography Program**. This process is intended to provide students with an unbiased avenue and the opportunity to be heard in a timely manner. See the **College Grade Appeal Policy** for issues dealing with course grades.

1. The student notifies the faculty/staff within **one day of incident**.
2. Meeting between faculty/staff and student should occur within **2 business days** in an attempt to resolve issue.
3. **If satisfactory resolution has occurred, no further action is required.**
4. If there is no satisfactory resolution, the student must submit a **written request** to the Program Director requesting a meeting with the faculty/staff, student and Program Director. This meeting shall occur within **3 business days of request**.
5. **If satisfactory resolution has occurred, no further action is required.**
6. If there is no satisfactory resolution, the student must submit a **written request** to the Dean of Health Sciences or their designee requesting a meeting.
7. Meeting occurs within **3 business days** of this request.
8. The Dean of Health Sciences or designee documents decision and notify student and appropriate parties within 5 days.
9. **Dean of Health Sciences decision is final. Completion of Due Process Procedure.**

For any complaint that involves the allegation of non-compliance with any of the **JRCERT Standards**, students are encouraged to visit the website, <http://jrcert.org/students/process-for-reporting-allegations/> to review the Allegations Reporting Form.

Please see the **JRCERT Resolution of Compliance Policy on the Castlebranch portal along with the acknowledgement form TO BE SIGNED BY EACH STUDENT.**

Students may find the complete JRCERT Standards of an Accredited Program by following this link: <https://www.jrcert.org/programs-faculty/jrcert-standards/>
Students may request a printed copy from the Program Director.

Revised 8/09; 9/09;3/11;4/12;3/13;5/15; 2/18;
4/19, 1/20

ENERGIZED LABORATORY PROCEDURES AND POLICY

Montgomery County Community College Radiography Program has an energized laboratory, digital radiography, computed radiography and portable x-ray unit and mini c-arm located in room 2610 of the Health Sciences Building at the College Campus in Blue Bell.

This laboratory is designed for the sole use of the students and faculty of the program. It is a supplement to didactic work throughout the Radiography curriculum. Use of the laboratory is a privilege and may be limited at any time as deemed necessary by a program official. Proper use of ALL equipment and accessories is necessary in order to assure safe utilization of ionizing radiation.

All students will be oriented to radiation protection, the x-ray equipment prior to use.

Rules and Regulations

1. **A personal radiation dosimeter will be worn at all times during the laboratory sessions. Students found to be without their assigned badge will not be permitted to participate in the laboratory session and will be sent home. This also includes supplemental open lab sessions or other laboratory practice times. Missed assignments will be made up at the discretion of the instructor.**

2. **Under NO circumstance** will students irradiate each other or any other animate object.
ONLY the Pixie and accessories that the instructor introduces shall be irradiated. **Students found to have irradiated anything else will be given a written warning and this shall be placed in the student's file.** Each student is responsible for practicing safe radiation protection at all times. These steps include:
 - a. Making radiographic exposures under **DIRECT SUPERVISION** of a program faculty.
 - b. Using proper collimation techniques as demonstrated by the instructor.
 - c. Alerting classmates and others that an exposure is about to be made.
 - d. Assuring that all room occupants are fully shielded behind the lead lined wall/window prior to making an exposure.
 - e. Using sensible exposure techniques to reduce the need for repeats.
 - f. Adhering to the **ALARA** concept of safe medical exposure factors.

- g. Students **MUST NOT** ever hold an image receptor during exposure.
3. Students will adhere to proper warm up procedures for the radiographic equipment and image processors
4. Eating, drinking and smoking are NEVER permitted in the laboratory or classroom
5. All supplies and accessories are to be returned to their proper storage area at the completion of each laboratory session.
6. Quality control devices (densitometers, kVp meters, etc.) are to be replaced in their proper storage area when finished using.
Please report any malfunctioning equipment to the Program Director or faculty immediately for repairs to be made in a timely fashion.
7. Students must adhere to these policies as well as all other program and college policies while enrolled in the program.

9/03; 8/05; 5/07; 3/09; 3/11; 10/12; 3/13; 2/14; 8/14; 5/17; 2/18,
1/20; 8/22

EVENING ROTATION POLICY

Purpose: The evening shift rotation consisting of up to 2 weeks of second shift (2:00 PM – 10:00 PM or as directed based on the clinical site assignment) will be scheduled for students between the months of May and August each year. Additionally other evening rotations may be added during the final semester of the program and students will be given advanced notification of these rotations.

The purpose of this shift is to allow students to have access to cases that are not typically encountered during a normal day shift, such as trauma, and to allow students the opportunity to apply critical thinking skills in a more independent environment. **Scheduled evening hours are never more than 25% of the total clinical hours in the program.**

Hours- The evening shift will be 2:00 PM to 10:00 PM with a ½ hour dinner break or as directed based on the clinical site assignment.

Supervision- All program supervision policies remain the same as daytime clinical education rotations.

- The students must work under **direct supervision** until competency in an area has been achieved. **Direct supervision is described as a registered technologist being in the room with the student.**
- The student may work under **indirect supervision** once competency has been achieved.
- **Indirect supervision is described as a registered technologist immediately available (within yelling range).**
- **Regardless of the level of competency, all repeats, portables and surgical examinations MUST be performed under Direct Supervision of a registered technologist.**
 - a. Students are not to be used to replace staff technologists.
 - b. Regardless of competency level, all studies performed by a student must be approved by a registered technologist before the patient is released from the department. The technologist will be responsible for all student work.
 - c. Students **MAY** complete comps on the evening shift.

Evening Rotation Competencies: At the completion of the evening and weekend rotations the student will:

1. Gain proficiency in emergency and trauma studies;
2. Utilize modified positioning techniques as warranted;
3. Increase their ability to properly evaluate film images;
4. Develop an understanding of independent decision making and judgment in dealing with trauma patients using critical thinking skills;
5. Complete mastery and competency requirements in common “off shift studies such as trauma skulls, facial bones, spines, abdomens, and chest and operating room procedures;
6. Through closer interactions with resident and emergency room staff, become familiar with triage, trauma evaluation, and emergency room technique.

Evaluations: A bi-weekly evaluation will be completed at the end of the evening rotation by the registered radiographer with whom the student worked.

Rules and Guideline: All college rules, dress codes, regulations and competency requirements that apply to regular daytime clinical experience apply to evening rotations.

3/07; 4/09; 3/11; 4/12; 2/14; 5/15; 2/1; 8/1; 1/20; 8/22

IMPAIRED STUDENT PERFORMANCE IN THE LABORATORY AND/OR CLINICAL SETTING POLICY

I. Policy

The Division of Health Sciences is committed to providing safe and meaningful learning experiences for students and so must provide for the safe and effective care of clients by students in the laboratory and/or clinical setting. The presence or use of substances, lawful or otherwise, which interferes with the judgment or motor coordination of HS division student in the laboratory or clinical setting results in unacceptable risk for clients, colleagues, the College and the healthcare agency. Illegal or unauthorized manufacture, sale, possession or use of alcoholic beverages and/or controlled substances by students while engaged in any part of educational experiences poses an unacceptable risk for clients, colleagues, the College and the healthcare agency and is strictly prohibited. Any behavior resulting in the impairment of the student's judgment or motor coordination resulting from unmanaged medical conditions is also included under the terms of this policy.

II. Procedure

A. On Campus: Didactic

Students are expected to adhere to the College's Student Code of Conduct (<http://www.mc3.edu/component/content/article/93-about-us/policies/sa-4/125-student-code-of-conduct>) the rules and regulations of the Pennsylvania Board of Professional and Occupational Affairs <https://www.dos.pa.gov/ProfessionalLicensing/Pages/Bureau-of-Professional-and-Occupational-Affairs.aspx> and the ethical standards of relevant professional organizations. Violation of the College's Student Code of Conduct will follow the procedure as stated in the document. In addition, the Division Dean will be notified and at her/his discretion, further action may then be taken.

B. On and Off Campus: Laboratory/Clinical

1. Any student who may be exhibiting a reasonable suspicion of impaired performance will be asked to immediately leave the educational setting and will be placed on probationary status. Reasonable suspicion may include, but is not limited to, the student exhibiting signs of physical or mental impairment such as: slurred speech, incoordination, unsteady gait or balance, drowsiness, impaired judgement, attention, memory of social function: irritability, paranoia, belligerence, euphoria, dilated or constricted pupils

2. If necessary, in order to assure safety for the student in his/her immediate egress from the laboratory or clinical setting, the student's Emergency Contact Person will be notified to come and pick up the student. The student will be required to remain at the site, but away from client contact, until said Emergency Contact Person arrives whether on or off the College campus. Should faculty or designated clinical supervisor feel the student's overall safety, physical and psychological well-being are at risk, the faculty or designated clinical supervisor may send the student to the Emergency Department at the clinical agency, if available. If no Emergency Department is available at the clinical site, and the faculty or

designated clinical supervisor feel the student is in a life-threatening situation, 911 will be called.

3. The clinical faculty, designated clinical supervisor, or the program Director and/or coordinator may request the student complete a serum/urine toxicology screen following removal from the clinical area.

4. The clinical faculty or designated clinical supervisor will complete the College's ACCIDENT/ILLNESS/INJURY form and submit it to the Program Director and/or Coordinator (copy) and Director of Public Safety (original). <https://mymccc.mc3.edu/facultystaffresources/emergency/layouts/15/WopiFrame.aspx?sourcedoc=/facultystaffresources/emergency/Forms%20and%20Reports/Accident%20Injury%20Illness%20Report%20Form.doc&action=default>

5. The student will not be permitted back into the laboratory/clinical setting until the following conditions have been met if appropriate:

6. The student:

- i. Meets with Program Director and/or Coordinator.
- ii. Provides a serum/drug screen deemed as clean by a verified provider, if appropriate
- iii. Agrees to random drug/alcohol screening to protect client safety, if appropriate.
- iv. Along with the Director and/or Coordinator develop a written plan for student monitoring and safe clinical performance.
- v. The student will be referred to appropriate support services by the Program Director or designee.
- vi. The Program Director, Clinical supervisor or designee reserves the right to require assessments as appropriate and/or verification of ongoing treatment of identified substance abuse or medical condition which has caused impaired student performance. Said assessment and/or verification must be obtained from the student's Primary Care Practitioner and/or appropriate professional expert at the student's expense.

7. Students who exhibit impaired behavior and do not follow the policy, submit a written plan, or adhere to drug/alcohol testing as requested may be dismissed from the program.

8. This policy shall not limit or be in lieu of any other College discipline in accordance with all other College policies governing student behavior and conduct.

Originated - November 2006

Updated – April 2007

Updated – October 2010

Updated - November 2010

Updated – August 2014

Updated – July 2020

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY (JRCERT) PROCESS FOR REPORTING ALLEGATIONS

1. The JRCERT cannot advocate on behalf of any student(s). An investigation into allegations of non-compliance addresses only the program's compliance with accreditation standards and will not affect the status of any individual student.
2. The investigation process may take several months.
3. The JRCERT will not divulge the identity of any complainant(s) unless required to do so through legal process.

Process

1. Before submitting allegations, the individual must first attempt to resolve the complaint directly with program/institution officials by following the due process or grievance procedures provided by the program/institution. Each program/institution is required to publish its internal complaint procedure in an informational document such as a catalog or student handbook. **(Standard One, Objective 1.5)**
2. If the individual is unable to resolve the complaint with program/institution officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance to the JRCERT:

Chief Executive Officer, Ms. Leslie Winter
Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Ph: (312) 704-5300
Fax: (312) 704-5304
Email: mail@jrcert.org

3. The Allegations Reporting Form must be completed and sent to the above address with required supporting materials. All submitted documentation must be legible.
4. Forms submitted without a signature or the required supporting material will not be considered.
5. If a complainant fails to submit appropriate materials as requested, the complaint will be closed.

The Higher Education Opportunities Act of 2008, as amended, provides that a student, graduate, faculty or any other individual who believes he or she has been aggrieved by an educational program or institution has the right to submit documented allegation(s) to the agency accrediting the institution or program. The JRCERT, recognized by the United States Department of Education for the accreditation of radiography, radiation therapy, magnetic resonance, and medical dosimetry educational programs investigates allegation(s) submitted, in writing, signed by any individual with reason to believe that an accredited program has acted contrary to the relevant accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.

Joint Review Committee on Education in Radiologic Technology

Allegations Reporting Form

Please print or type all information.

Name of Complainant: _____

Address: _____

City: _____ State: _____ Zip _____

Signature _____

Date: _____

Institution sponsoring the program:

Name: _____

City: _____ State: _____

Type of Program (Check one):

Radiography Radiation Therapy Magnetic Resonance Medical Dosimetry

The following materials must be submitted:

1. Attach a copy of the program's publication that includes the due process or grievance procedure.
2. Provide a narrative that identifies what you did at each step of the due process or grievance procedure and copies of materials you submitted as part of your appeal and copies of correspondence you received in response to your appeal.
3. List the specific objective(s) from the accreditation standards (available at the back of the handbook) and indicate what the program is alleged to have done that is not in compliance with the cited objective(s).

Example

Objective

4.4 direct supervision pre-competency

Allegation

Students often do patient exams without supervision before they have completed a competency check-off.

3/09;3/11;4/12; 11/12;3/13 ; 5/1; 12/20

OCCUPATIONAL EXPOSURE POLICY

A. Protocols for Student Exposures

College Students

An exposure incident as defined by the Centers for Disease Control is a percutaneous injury (e.g., needle stick or cut with a sharp object) or contact of mucous membrane or non-intact skin (e.g., exposed skin that is chapped, abraded, or afflicted with dermatitis) with blood, tissue, or other body fluids that are potentially infectious. In addition to blood, body fluids containing visible blood, semen and vaginal secretions are also considered potentially infectious.

FIRST AID CARE:

If an individual experiences a needle stick or sharps injury or was exposed to the blood or other body fluid of a patient, another student, or employee, the following first aid care should be done immediately:

Thoroughly wash needle stick wounds and cuts with soap and water flush splashes to the nose, mouth or skin with water irrigate eyes with clean water, sterile eyewash or saline irrigating solution immediately seek further medical evaluation/treatment

1. Student Responsibility:

- a. Students enrolled in Health Career programs are required to have health insurance coverage.
- b. The student is the primary responsible party for medical costs related to evaluation, testing, treatment, and follow-up involving a blood-borne exposure incident. Workman's Compensation does not apply nor is available as students.

2. Immediate Actions Following An Exposure:

- a. First aid care measures should be implemented immediately:
 1. thoroughly wash wounds with soap and water
 2. flush with water splashes to the nose, mouth or skin
 3. irrigate eyes with clean water/sterile eyewash/or saline irrigating solution
 4. immediately seek further medical evaluation/treatment **within two – three hours of exposure**

ON CAMPUS Incidents:

1. Immediately notify Public Safety –Blue Bell Campus 215-641-6666 and inform Instructor/immediate Supervisor.

2. The injured individual should be advised to undergo baseline testing for blood-borne pathogens (i.e. HBV, HCV, HIV, etc.) through their healthcare provider, local Emergency Department or other medical facility such as an urgent care center.

OFF CAMPUS SITES Exposure Incidents:

If the student has an exposure incident while at an off campus site, the following actions should be taken:

- Implement first aid measures as described under Item # 2 above.
- Inform the supervising Instructor or Clinical Site Supervisor at the time of the exposure.
- If the clinical site is a hospital, the student should be advised to go to the hospital's Emergency Department within two to three hours of the incident for initial evaluation, baseline testing for blood-borne pathogens (i.e. HBV, HCV, HIV, etc.) and treatment, if indicated. A hospital Incident Report form should be completed.
- If the clinical site is not a hospital or student prefers not to go to a local Emergency Department, the student should be advised to undergo baseline testing within two – three hours of incident for blood-borne pathogens through their healthcare provider or other medical facility such as an urgent care center.
- The Supervising Instructor must inform the respective Health Careers program Director/Coordinator of the incident. The Director/Coordinator will then notify Public Safety at 215-641-6666 at Blue Bell.
- A completed College Accident/Injury/Illness Report must be sent it to Public Safety.
- If a student declines to receive baseline testing, a signed Waiver must be submitted to the
Program Director. (See Attachment B)

NOTE: Students are responsible for the cost of baseline testing and follow-up care. It shall be the Health Provider's responsibility to monitor the confidential records and track the testing of individual including reminding the individual when it is time for follow-up testing. Students are encouraged to go to their personal healthcare provider, local urgent care or ER (as a last resort due to the higher cost).

**Accident/Injury/Illness Report Form: See Attachment A in back of book
OR see Program Director**

HEALTH SCIENCES DIVISION

HEALTH RECORDS POLICY

I. Policy

The Health Sciences Division is committed to providing meaningful experiential learning opportunities for all students enrolled in its Health Career Programs as a means to reinforce discipline specific knowledge and assist in developing appropriate professional skills and attributes. To this end the Health Career Programs enter into agreements with various persons and agencies to assist in providing student learning opportunities. A component of these agreements requires maintenance of student records regarding health status.

II. Procedure

- A. Students submit the appropriate Physical Examination Form, Immunization Record and Health History/Emergency Contact Sheet to CastleBranch or the individual Program office annually.
- B. The Physical Form requires.....
 - 1. The Physician/Nurse Practitioner/Physician Assistant completes the Physical Examination form and Immunization Record. The student completes the Health History/Emergency Contact Sheet.
 - 2. Results of Tuberculosis Exposure Screening or chest x-ray or symptom screening.
 - 3. A statement regarding ability to undertake the specified Health Career Program. A statement of limited cognitive/mental or physical activity must be followed by a detailed description.
 - 4. Selected immunizations. Student must have begun the Hepatitis B series of injections and provide date of inoculation(s) or a signed Declination Statement waiver.
 - 5. Urine drug screening with accompanying laboratory report. A negative finding is expected in order to be eligible for participation in the clinical component of the specified Health Career Program. A positive result may require retesting at a College designated site to ensure standardization of test results for all students.
- C. Submission of a completed Physical Form with accompanying laboratory reports by the required due date results in health clearance for experiential learning opportunities in the specific Health Career Program.

D. Influenza Vaccination Documentation

1. Enrolled Students: Students enrolled in a Health Career Program each year submit the Influenza Vaccination Documentation form to CastleBranch or the appropriate individual Program office at a date designated by the Program.
2. Entering Students: Students accepted to begin a Health Career Program in January submit the Influenza Vaccination Documentation form to CastleBranch or the appropriate individual Program office at a date designated by the Program.

E. COVID-19 Vaccination

1. As of April, 2021 The Radiography Program *does not* require students to be vaccinated against COVID-19. The Program will utilize CastleBranch to *track* students who have been vaccinated against COVID-19. Students will be notified of *facility* requirements for COVID-19 vaccination when/if applicable. If a student requests an exemption the student will be responsible to contact the clinical site in regard to what the process is regarding it. The student will be required to provide any type of paperwork from the clinical site regarding the exemption to the college (Radiography PD or CC) so it can be kept on file.

- F. Students with disabilities may be eligible for reasonable accommodations. Prior to the start of the Program, please contact the Disability Services Center, College Hall 225, (215) 641-6575, for more information. At the Pottstown Campus, contact the Coordinator of Disability Services in the Student Success Center at (610) 718-1853.

Originated: June, 2004

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Updated: October, 2007

Updated: April, 2008

Updated: January, 2011

Updated: August, 2012

Updated: October, 2012

Updated: November 2013

Updated: January, 2015 for May, 2015 implementation

Updated: April, 2018

Updated: April 13, 2018

Updated: June 1, 2018

Updated: 1/2021, 7/2021

PREGNANCY POLICY- VOLUNTARY DECLARATION

The Radiography curriculum requires specific types of courses that involve clinical assignments which are necessary to meet the competency based clinical education requirements. Students enrolled in this program are encouraged not to become pregnant during the educational program.

If during the course of education, a student becomes pregnant, she is strongly encouraged to declare her pregnancy to the Program Director.

Revealing her pregnancy is *not* a requirement and is the decision of the student. The student always has the right to *not declare* her pregnancy, in which case, the student will be treated as though she is not pregnant.

Once a pregnancy has been declared, the student also has the right to ***withdraw the declaration of pregnancy at any time, but this must be in writing.*** This is in accordance with federal and state law. Only by declaring the pregnancy is the fetus subject to lower dose limits of **0.5 rem (500 mrem)**.

If a decision is made to declare pregnancy, the student must do the following:

1. Submit a **Declaration of Pregnancy Form** to the Program Director
2. Receive counseling of radiation safety practices that are to be observed during the pregnancy. A copy of NRC Regulatory Guide 8.13 will be provided along with supplemental information from Regulatory Guide 8.29. This counseling will come from the Program Director and be documented in the student file.
3. Receive a fetal radiation dosimeter monitor that is to be worn at the waist level and under the lead apron where appropriate.
4. Be subject to the fetus' lower radiation dose limits for the duration of the pregnancy.

The student in the Radiography Program at Montgomery County Community College must be aware of the following:

1. Only declared pregnancies are subject to the fetal lower dose limits
2. The Program will assume that a pregnancy does **NOT** exist unless the Program Director is informed of the pregnancy in writing.
3. **Declared pregnant students have several options as they relate to the Radiography Program.**
4. If a pregnancy is declared, the Program Director will advise the student of the following **5 options**:
 - A. The student may continue both the academic and clinical components of the program **without modifications** following a physician's consultation and written permission to continue.

B. The student may continue both the academic and clinical components of the program **with modifications** in clinical rotations following a physician's consultation and written permission to continue. The student may elect to avoid portable, OR and flouro rotations during the first trimester of the pregnancy. Students will still be required to achieve the required competencies in these areas prior to graduation.

C. **The student may continue academic course work only.** This option is at the discretion of the Program Director and will depend on the placement of the student within the program. Students, who choose this option and have the approval of the Program Director, will make up all clinical education objectives prior to graduation and receiving their diploma. A physician's consultation and written permission to continue would need to take place prior to the student performing any make-up of clinical objectives needing to take place. The maximum leave of absence within a twelve (12) month period is sixty (60) days.

D. **Students may choose to leave the program with possible re-entry** at a time to be determined by the Program Director in consultation with the program faculty. The student may be required to start the program from the beginning, depending on the student's placement within the program. A physician's consultation and written permission would need to take place prior to the student possibly re-entering the program.

E. Students may choose to leave the program **without possible consideration of re- entry.**

Students wishing to re-enter the program must submit a written letter to the Program Director. The decision will consider the class capacity and clinical space availability. Letters must be received no later than two (2) months prior to the start of the semester in which the student wishes to re-enter. Clinical re-mediation may be required if the absence has been considered substantial and/or if clinical skills need to be further enhanced.

If the student must start the program from the beginning, the letter must be submitted prior to the selection of the next incoming class so that space may be reserved.

If a student *undeclares a pregnancy*, this must be done in writing to the Program Director. This can occur at any time a student chooses, or following delivery.

Modified 2/07
Modified 3/09
Reviewed 1/10
Reviewed 1/12;
Reviewed 3/13
Reviewed 5/15
Reviewed 6/17
Modified 12/20

STUDENT RE-ENTRY INTO THE RADIOGRAPHY PROGRAM POLICY:

Students wishing to re-enter the program after withdrawing, being withdrawn, failing a course(s) or being dismissed for any reason must follow the steps below to be **considered** for re-enrollment into the program. Students who receive an “XF” grade in any course required for completion of the program must follow the Health Sciences Policy regarding “XF”.

Each circumstance will be evaluated separately, and re-enrollment is not guaranteed. To be considered, the student and Program Officials will follow these steps:

1. The STUDENT must request, in writing, to the program director their desire to re-enter the Radiography Program.
2. The Program Officials will determine, based on the student’s competency achievement and course completion, which semester the student may re-enter, **if possible**.
3. If it is determined that the student is eligible to re-enter, the STUDENT will be required to successfully complete with at least a 75% or better on a written/computerized examination and an 80% or better on laboratory skills competencies to be determined by program officials. Material on the written exam and the skills competencies will be determined by program faculty and staff and are dependent on what the student had previously completed in order to assure continued competence.
 - In the event that there is only spot available within the program and more than one candidate successfully completes the above. The student with the higher score on the written/computerized examination will be re-enrolled.
4. Complete all pre-clinical requirements and be in complete compliance status on Castlebranch prior to the start of the semester the student is to be re-enrolled.
5. The STUDENT may be required to address any non-academic aspects such as unprofessional behavior, excessive absences and lateness and/or other issues that may have occurred.
6. The STUDENT will be given **ONE opportunity for re-entry**.
7. If the student decides to not re-enroll in the next semester that the course is offered the student will be required to write a letter explaining the leave of absence this is per the ARRT.

RADIATION MONITORING POLICY

Each student in the Radiography Program will receive a personal radiation monitoring device while enrolled in the program. The monitoring badge **MUST** be returned to the program quarterly to be read. The student then will receive a new one. Any student who has not returned a monitoring badge will **NOT** be issued a diploma and a hold will be placed on their account at the college.

Any student who loses or misplaces their badge MAY NOT be at their assigned clinical education center until the badge has been found or replaced. Any time missed will count against the attendance policy. The badge is part of the required uniform for this program.

Fees for LOST/MISPLACED/STOLEN or otherwise not in the student's possession are the full responsibility of the student. Costs are determined by Radiation Detection Co.

Personal radiation protection is a very serious matter. Care of the monitoring badge is the responsibility of the student. Any damage or loss of the badge must be reported to the program faculty **immediately**. Any deviation from program policies or other appropriate policies regarding radiation monitoring may result in disciplinary action. Badges must be worn at all times while a student is in the **clinical setting AND in the energized radiography laboratory on campus**. Failure to have a badge on will result in the student **being sent home from either place**.

Students will NEVER irradiate their badge intentionally. Any student who performs this will need to rectify the action with **Radiation Detection Co** at the student's expense. A counseling form will be completed, and the student may be placed on probation.

Students will return their badge monthly and receive a new one at that time. If the student does not return their badge within 7 days (this includes nonbusiness days) of the date the program receives the dosimeters. The student may be subject to a nonreturned badge fee.

IMPORTANT: Radiation reports must be reviewed by individual students in consultation with program faculty. Students are required to document their quarterly and cumulative reading in Trajecsys. This ensures that students have seen their quarterly and cumulative reading while they are enrolled in the program.

Students will have a set number of days after the report is given to students by the Program Director to properly read their badge report. Students will receive an email notification to read their personal badge report during that period of time. Point deductions in the clinical education course will result for students who do not document their reading(s) in Trajecsys during the time period. Please refer also to clinical course syllabi for further clarification.

TRIGGER DOSE: Any individual dose equal to or above 50 mrem a month will result in an investigation by the Program Director. (See Attachment C in back of book)

Upon completion of the program and upon request, graduates may receive a copy of the radiation monitoring report detailing exposure while enrolled in the program.

Revised 2/18, 4/19; 1/20, 5/21, 8/22, 5/23, 8/23

MRI SAFETY POLICY

Students may rotate through MRI as part of their educational process and must be aware of the potential hazards of entering the magnetic resonance environment before beginning clinical rotations. Students should be aware of the potential dangers of entering the MRI area if they have implants or foreign bodies in them. The following safety screening protocol for all students assures that students are appropriately screened for magnetic wave or radiofrequency hazards:

Prior to the start of the Fall semester all incoming students into the program must: *

- Watch a video on MRI Safety.
- Take a quiz on the content. Students must score at least an 80% on the quiz to obtain completion.

During the clinical orientation period of the program (first three-weeks of the Clinical Education I course) the students must:

- Complete the MRI screening form in the clinical tracking system. Once it is completed an MRI representative goes through each completed MRI screening form to ensure each student's safety.

Since students are not routinely scheduled in the MRI department students must:

- Complete the MRI Screening form again prior to attending clinical in the fourth semester of the program. Once it is completed an MRI representative goes through each completed MRI screening form to ensure each student's safety.
- Attend a presentation by an MRI representative that includes a discussion of equipment and safety in the second year of the program prior to rotating through MRI department.

*Please see Attachment J for further details.

**Students are mandated to notify program officials should their status change. Which could potentially prohibit them from interacting in the MR environment. Program officials will review the change in status, discuss with the student, and have the Level II MR technologist review as well.

*** If a declared pregnant student continues to work in and around the MR environment, they should not remain within the MR scanner room or Zone IV during actual data acquisition or scanning.

For additional resources on MRI Safety please click [here](#).

RADIATION SAFETY RULES FOR CLINICAL ROTATIONS

The following rules have been established for the operator's protection against ionizing radiation based on the **ALARA** principles during hospital and clinical observation and procedures. These rules are established for the student operator's good and **MUST** be strictly adhered to.

1. At any time during activation of the x-ray tube (when x-rays are being generated) the operator should place his/her body completely behind or within the control booth and observe through the leaded window.
2. **Students must not hold image receptors during any radiographic procedure at any time while in this program.**
3. **Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.**
4. During activation of the tube, the operator must not be in direct visual line with either tube or patient. Thus, he/she may not observe the patient during exposure from an adjacent room or hall unless through a lead glass protective window. Do not "peek" around a door or through a crack between a door and wall.
5. During an exposure or procedure do not stand in direct line with the central ray, even when wearing a lead apron and a lead shield is interposed between the tube and the operator. The tube must in all cases be pointing away from the operator's body.
6. Under no circumstances will an operator permit another worker, student, or any other human being to serve as a model for test exposures or experimentation.
7. If during fluoroscopic procedures and mobile exams the operator must remain in the patient's room, the following will prevail:
 - 1) A lead apron will be worn at all times and thyroid shield when available or the operator must remain behind a lead protective screen and NOT in visible line with either tube or patient.
 - 2) Stand as far from the patient and tube as possible, consistent with the performance for the examination.
8. Radiation monitoring devices **MUST** be worn at all times when working with diagnostic imaging equipment. Dosimeters will be read once every four weeks or as designated by the program faculty.
9. Radiation monitoring devices shall be **worn at or near thyroid level on the outside of the uniform top unless the student is wearing a lead apron, at which time the monitoring device should be worn at the level of the thyroid outside the apron.**
10. Students shall not operate fluoroscopic units by themselves. This includes but is not limited to spot filming gallbladders and terminal ileums and the operation of remote control fluoroscopic units for positioning.
11. Students should abide by the **AS LOW AS REASONABLY ACHIEVABLE (ALARA)** principle to minimize the exposure to themselves and patients. However, for monitoring purposes, the student's exposure should not exceed 100 mRem **within a year**. High **badge readings (50 mRem per month)** will result in counseling from program faculty. Exceeding annual exposure limits may result in the student being removed from the clinical setting. Monitoring badges must be worn at all times (in College laboratory and clinic). In regard to patients, the use of gonadal shielding should only be utilized when it will not interfere with the purpose of the examination and when it aligns with clinical facility policy.

Revised: 1/21; 7/21; 8/22

REPEAT RADIOGRAPH POLICY (JRCERT STANDARD 5.4)

Students will perform radiographic examinations in accordance with the clinical guidelines listed in regard to performance and demonstration of competency.

Students' utilization of energized laboratories must be under the supervision of a qualified radiographer who is available should students need assistance. **If a qualified radiographer is not readily available to provide supervision, the radiation exposure mechanism must be disabled.**

If it becomes necessary for a student to repeat a radiograph or computer image, whether the student has been under **direct or indirect supervision**, a registered radiographer (ARRT) **must** be present to oversee the repeated radiograph (s) image (s). A registered radiographer's initials the student **Repeat Radiograph Record Sheet** verifying that the repeat was performed under his/her direct supervision. The student must be certain to understand the reason for repeating the radiograph and how to correct the error. **This rule will be strictly enforced. No exceptions will be allowed. The first violation of this rule will result in a written warning. The second violation will result in the student being released from the program.**

All radiography students will sign an annual form letter agreeing to the program's repeat policy which will be kept on file in the HSC Faculty Suite.

**STUDENTS ARE RESPONSIBLE FOR THE IMPLEMENTATION OF THIS
JRCERT REPEAT POLICY.**

SUPERVISION POLICY (JRCERT Standards 5.3 & 5.4)

As a student in this Program, you are required to adhere to the JRCERT policies involving supervision in the clinical education centers. These policies are **strictly** enforced in this Program, and the student is held responsible for enforcement of them.

DIRECT SUPERVISION- A registered radiographer reviews the patient's requisition, observes the student during the procedure by being physically in the room with the student, evaluates the condition of the patient based on the student's level of knowledge, and reviews all images for quality prior to the patient being discharged. **(all procedures prior to clinical competency, repeats, mobile procedures, including mobile fluoroscopy and surgical procedures)**

INDIRECT SUPERVISION- A registered radiographer reviews the patients requisition, assesses the patient, and remains in the ***IMMEDIATE*** area while the student is performing the procedure. The radiographer reviews all images for quality prior to the patient being discharged. **(only after clinical competency is achieved)**

Revised 12/2020;8/2023

WITHDRAWAL POLICY

A radiography student may choose to withdraw from the radiography program prior to the administration of the final examination in any course. The decision to withdraw should be discussed with the course instructor and the Director of the Radiography Program and must be accompanied by a Withdrawal Form for each current course as consistent with the College policy.

Consistent with the MCCC Course Catalog, failure to attend class is not an official withdrawal and will probably result in the assignment of an F grade.

WORK RELATED POLICY

If a hospital, clinic or physician's office desires a student to work for their department outside of academic/clinical hours, there must be an individual agreement between the hospital, clinic, office and the student.

If a first year student is employed after school hours, the first year student **CANNOT** perform any type of examination that requires the use of ionizing radiation: (i.e. operating the control panel, to include the setting of techniques, positioning of patient, or making the exposure). First year students may stock radiographic rooms, provide transport services and work in all clerical/file areas. Their job description should reflect these duties.

Second year students should be under **INDIRECT SUPERVISION** at a minimum while performing the functions of a limited radiation operator outside the academic setting. They should be under **DIRECT SUPERVISION** for examinations that they have not achieved competency on in the program or for any repeat radiographs. **The employer must provide separate identification name tags and radiation badges; students will not be allowed to use their identification tags or dosimeter provided by the school. The employer, as well as the student, assumes all liability for any incident that may occur involving the student as an employee.**

Direct supervision means supervised by a licensed practitioner of the healing art or certified operator who is **at all times** available in the individual's place of employment or sponsoring institution.

It is recommended that no student should be scheduled to work more than 16-20 hours per week during any academic semester. Students must inform the Program Director of their intent to be employed at a specific radiology department/office. **At that time a letter will be sent listing the current competencies of that student. Employment outside of clinical assignments should never interfere with program policies or jeopardize a student's place within the program.**

Clinical rotations will not be altered to accommodate work related issues. Students ARE NOT permitted to do competencies when working as paid student radiographers or assistants.

STUDENTS ARE NOT ALLOWED TO ACHIEVE ANY CLINICAL COMPETENCIES DURING WORK RELATED HOURS.

WORKPLACE HAZARDS POLICY

The Program is responsible for safeguarding the health and safety of our students in regards to workplace hazards. Montgomery County Community College has in place Emergency Procedures to ensure compliance with the Higher Education Opportunity Act and the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, (the Clery Act). Students will find copies of “**Your Guide To A Safe Campus**” throughout the college campus along with the college’s procedure regarding emergency notifications [here](#).

Energized Lab Hazards- For any noticeable hazards in the laboratory such as an exposed wire (electrical), loose collimator, etc., students should:

1. Discontinue use of equipment immediately.
2. Place a **DO NOT USE** sign on the equipment.
3. Notify the faculty member or Program Director immediately.

**In an on-campus emergency, dial 6666 from any campus phone.
If off-campus or want to use a cell phone, dial 215 – 641- 6666**

Fire Safety- Students should familiarize themselves with the closest location of fire alarms, extinguishers and fire escapes. For any emergencies, **dial 6666** from the classroom phone and vacate the room immediately.

Shelter in Place: Students should familiarize themselves with the classroom and lab to know safe areas to hide/remain until the all clear sound is heard.

Blank copies of the **ACCIDENT/INJURY/ILLNESS REPORT** can be found on Trajecsys, or in the Directors office, HSC 1702.

Created 3/07

Revised/Reviewed 8/07; 4/09, 3/10, 4/12, 3/13, 5/15, 6/17, 5/21; 8/22; 8/23

COLLEGE POLICIES AND RESOURCES

College Policies

The College and Student Success policies are available in your course Canvas Home page by clicking on the [Policies](#) button.

Academic Integrity and Artificial Intelligence

Intellectual honesty is vital to an academic community and for my fair evaluation of your work. All work submitted in this course must be your own, completed in accordance with the College's [Student Academic Code of Ethics](#). This includes all projects that ask you to create a product, find or solve a problem. Please see specific policies within each course's syllabus.

Student Success Resources

In addition, the College makes available many resources that are available to support your personal and academic growth and success. Explanations of these Student resources can be found on the website under For students (<https://www.mc3.edu/resources-for/students>).

College Equity Statement for Student Success

The College is committed to ensuring that all students receive what they need to be successful through the intentional design of the college experience. For more information, please see the "Montco For All" [Strategic Plan](#).

Free Online Physical and Mental Health Resources for Students

The College provides all current students free and unlimited access to telehealth services through our partner, TimelyCare. TimelyCare offers 24/7 virtual care from anywhere at no cost! Students have access to counselors, doctors, nurse practitioners, and more to address concerns that can be safely diagnosed and treated remotely. In addition, the MindWise Mental Health Screening confidential online tool and links to other community services are available on the College's Health and Wellness page. The College's Health and Wellness page can be accessed via the [Wellness Resources](#) button on the Canvas Home page. Signing up for TimelyCare and accessing MindWise is safe, quick, confidential, and totally free (if they are asking for a credit card, you are in the wrong place). Students who have questions about these services should email Wellness@mc3.edu.

Basic Needs

Any student who has difficulty accessing resources to meet their basic needs i.e. safety, food and/or stable housing and believes this may affect their performance in the course, is urged to contact Wellness@mc3.edu. The College's Health and Wellness page can be accessed via the [Wellness Resources](#) button on the Canvas Home page.

Library Services

The College libraries are available 24/7, providing access for current students to academic research databases, eBooks, online journals, and streaming video. Students can book online or in-person appointments, chat with a librarian, or visit our service desks for help. For contact information, locations, and hours of operation, visit library.mc3.edu.

Emergency Closing Notification

In the event of an emergency or weather-related closing, the College provides electronic notification for all students, employees, vendors, and community members. All are encouraged to enroll in this free, up-to-the-minute electronic messaging service. Participants select their choice of delivery — cell phone or email. It is free to sign up, but standard text messaging rates may apply from your service provider. To sign-up for electronic messaging or to update your current account, sign up through <https://www.mc3.edu/txt>.

Acceptable Use of Technology

The College views technology and its use in instruction, in service delivery, in advising, in communications as a strategic asset. The College's commitment to academic freedom and appreciation for creating an environment of free inquiry extends to the electronic information environment. Acceptable use policies preserve the stability and security of our information technology resources, protect the College from inappropriate use, and ensure reasonable accessibility to technology resources for our academic community. These policies govern desktop, network, email, telephone, internet, data security, and software uses of College-managed information technology equipment and resources. The full [Acceptable Use of Technology policy](#) is available on the College website

Registration Calendar

The [Registration Calendar](#) is available on the College website.

Withdrawal from the Course

Students initiate the process of course withdrawal after consultation with the instructor and/or an academic advisor/counselor. After the Add/Drop period ends and prior to completion of 60% of the course time, a student wishing to withdraw must submit an official drop/add/withdrawal form. An official grade of "W" (Withdrawal) is assigned to the course. After completion of 60% of the course time and prior to 75% of the course time the student must request and receive permission from the course instructor to withdraw from the course. The instructor completes an online Withdrawal Permission Form and indicates a final course status grade of "W" (Withdrawal). The College's Registration Calendar outlines specific dates associated with the withdrawal process that must be followed.

Please click [here](#) for instructions on how to withdraw from a course.

Withdrawal after Deadline

For a withdrawal after the deadline due to medical, catastrophic event or other circumstances beyond the student's control, students can request a withdrawal with supporting documentation. View the Withdrawal section of the Comprehensive Grading policy on the College website.

Student Withdraw for Military Deployment or Reassignment

The College is required to have a policy and appropriate procedures to assist students who must withdraw from the College due to military deployment or reassignment. This policy applies to both the active military member and his/her spouse [pursuant to PA House Bill No. 1460].

The [Student Withdraw for Military Deployment or Reassignment policy and procedure](#) is available on the College website.

FINANCIAL AID POLICY

The Financial Assistance Office coordinates the College's program of scholarships, grants, loans, and work-study. Students who need verification of status for insurance purposes only should see the Program Director for a letter stating that they are a Radiography student.

GRADE APPEAL POLICY

In the interest of due process, the College provides an appeal process for a student who believes that a recorded *final* grade does not accurately reflect the performance in a course. As the initiator of the process, the burden of proof is on the student to demonstrate otherwise. It is incumbent upon the student to strictly adhere to the established grade appeal procedures in an attempt to resolve the issue. For the Grade Appeal Policy including the process and corresponding deadlines, please refer to <https://www.mc3.edu/about-mccc/policies-and-procedures/grade-appeal>

MIDTERM ACADEMIC PROGRESSION

At the midterm period of each semester/session, instructors are required to enter into the electronic grading system an indicator of student progress. An "S" is entered if the student is making satisfactory academic progress (A, B, or C grade, or based upon course requirements and faculty feedback); a "U" is entered if the student is attending classes and is not making satisfactory academic progress (a D or F grade, or based upon course requirements and faculty feedback). A Starfish Alert will be immediately entered for any student receiving a grade of "U," so that proactive intervention can be initiated by the student's academic advisor/counselor. At midterm, if the student has stopped attending, the instructor will assign a midterm grade of "U," enter a Last Date of Attendance (LDA) and a final grade of "FS."

SAFETY, SEXUAL ASSAULT and HARASSMENT POLICY

This policy covers any case of sex discrimination, sexual exploitation, sexual harassment, and all forms of sexual violence including dating violence, domestic violence, sexual assault, and stalking, that involves students, guests or employees of the College, while enrolled, employed, or participating in or attempting to participate any educational program or activity at the College. This policy also covers any act of discrimination based on sex, to include sexual harassment and all forms of sexual violence listed herein, committed against a member of this community on the additional basis of an individual's known or perceived national origin, ethnicity, gender identity, gender presentation or sexual orientation. To find the complete policy and how to report an incident please click [here](#).

Information regarding sexual predators in the area can be reached at www.registeredoffenderslist.org or www.pameganslaw.state.pa.us/

SOCIAL MEDIA AND HIPAA POLICY

Health Sciences students enrolled in a health careers program are reminded of their obligation to demonstrate professional behavior, uphold ethical and professional standards, and ensure compliance with applicable federal requirements such as HIPAA on any/all social networking sites. Sharing of confidential information related to the educational experience is unacceptable and **will result in disciplinary action up to and including dismissal from the program.**

STUDENT ACADEMIC CODE OF ETHICS

In the pursuit of knowledge and higher education, members of the academic community, specifically students enrolled in credit and non-credit programs, at Montgomery County Community College must maintain a constant commitment to academic ethics. The College cultivates an environment that fosters critical thinking and learning, and in order to safeguard the integrity of the institution, students are expected to follow the policies of the College. Students who practice academic honesty demonstrate respect for the educational process and support the accomplishments of fellow students, while upholding the College's reputation. Therefore, it is expected that students will participate in a culture of academic honesty.

The Academic Code of Ethics and other College policies, such as the Student Code of Conduct and Acceptable Use of Technology Policy, create an integrated ethics policy for the College. With respect to these policies, some programs may have additional expectations students are required to meet. Students who do not adhere to all codes are subject to the consequences outlined in each respective policy.

Please refer to the Student Academic Code of Ethics for the full policy:

<https://www.mc3.edu/about-mccc/policies-and-procedures/student-academic-code-of-ethics>

STUDENT CODE OF CONDUCT POLICY

Montgomery County Community College expects its students to conduct themselves in a manner that reflects credit upon the institution they represent. There are two basic standards of behavior required of all students:

1. They shall adhere to Montgomery County Community College policies, municipal, borough, county, state and federal laws; and
2. They shall not interfere with or disrupt the orderly educational processes of Montgomery County Community College.

The Student Code of Conduct applies to all students while at Montgomery County Community College, on College premises, and/or while attending College-sponsored activities on or off campus. In certain circumstances, for example in the instance of sexual misconduct, off-campus misconduct at non-College-sponsored activities that have a continuing and disruptive effect on members of this College community, will also be actionable under this Student Code of Conduct.

The objectives of the disciplinary process at Montgomery County Community College are:

1. To create an environment that enhances the opportunity for learning;
2. To help ensure order in the College community;
3. To educate and guide students on appropriate behavior and respect for others in the College community;
4. To protect members of the community from harm due to the conduct of those members of the College community who fail to respect the rights of others; and
5. To ensure students due process when they have been accused of violating College rules and regulations.

The full Student Code of Conduct policy can be found at:
<https://www.mc3.edu/about-mccc/policies-and-procedures/student-code-of-conduct>

Use of computing facilities in violation of the College's [Acceptable Use of Technology](#) policies. *Issues of academic dishonesty, cheating, plagiarism, and resulting grade appeals are dealt with under the policies outlined in the Academic Code of Ethics.

STUDENT TUTORING SERVICES

Student tutoring services are available at the Pottstown Campus and Blue Bell Campus along with online. (<https://www.mc3.edu/choosing-montco/academic-support/tutoring>)

STUDENT EDUCATION RECORDS

This Policy serves as the guidance for the privacy of student records. School officials who have been determined by the College to have Legitimate Educational Interests may receive Personally identifiable Information from a student's Education Records without the student's consent. Subject to the requirements of FERPA, the College may provide Directory Information from a student's Education Record, unless the student has stated in writing that such information may not be disclosed.

Please find additional information regarding FERPA and student's Education Records [here](#).

STUDENT SUCCESS CENTER

At Montco we believe that everyone should have access to affordable, quality education. We also believe in helping people achieve their academic and career dreams. This is why we developed our Student Success Center, so that students would have a wide range of support services, all in one place. Whether you need housing, child care, meals, mentoring, tutoring, career guidance or counseling, our Student Success Center can aid you. For further details click [here](#).

For information on our student resources, contact the Student Success Center at 215-641-6577 or StudentSuccess@mc3.edu.

TRANSFER CREDITS

College policies for transfer credits including Credit for Life Experience, Credit by Examination, Credit by Transferring and Credit for Advanced Placement can be accessed at: <https://www.mc3.edu/admissions/transferring/transfer-credits-from-mccc>

VETERANS RESOURCE CENTER

Supporting veterans, National Guard/Reserve members, active duty service members, spouses and family members.

We value your military service and are here to support all veterans, service members and veterans' spouses and family members enrolled or interested in attending Montco. In addition to helping you understand and process your respective VA Educational Benefits, we work closely with the College and external community to provide a range of workshops, presentations and outreach events to further your academic and social success.

For contact information and further details please click [here](#).

RADIOGRAPHY TUTORING

The Radiography Program provides students with a dedicated Radiography tutor during certain days/times to assist students with additional practice in the energized lab with radiographic procedures along with any additional didactic assistance needed.

To ensure that tutoring sessions are successful students are expected to come prepared for the tutoring session(s) with notes, questions, lecture material, assessment descriptions, rubrics etc. Please click [here](#) for a short video on how to prepare.

GENERAL PROGRAM INFORMATION

ACADEMIC INFORMATION

All students will receive letter grades and college credit for your formal classroom work and clinical education.

Grades for formal classroom work in Radiography courses will be based on written exams, skills tests, oral presentations, lab assignments, written work and outside class - assignments or projects. Please refer to individual course syllabi for specific grading procedures.

GRADES WILL NOT BE ROUNDED UP OR DOWN.

Institutional Grading Scale	
GRADES	NUMERICAL EQUIVALENCIES
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	70-76
D	60-69
F	0-59
XF	0.00

***Should a student receive less than a 75% in any didactic RAD course, less than an 80% in any clinical education RAD course or less than a 75% WRITTEN/COMPUTERIZED exam average TO INCLUDE the final written/computerized exams in the RAD 111, 121, and 221 courses, it is the policy of this program that you must withdraw from the program as this is a requirement of successful progression in the program. Please see policy on Re-Entry to the**

program to be considered for re-entry. Students are urged to review all course syllabi for grading criteria and other course requirements.

For example, if a student receives an 85% class average, but their actual written/computerized testing average is only a 73% they will NOT pass the course. If the tested average is 75% or more, but the overall grade average is less than 75% the student does not pass the course.

In addition, students are required to earn a “C” or better in all pre-requisite program courses (BIO 131, BIO 132, MATH 100)

Created 8/03 Revised 3/08; 9/09; 3/11; 11/12; 3/13; 3/14; 4/16; 6/17, 2/18, 1/20, 8/22

ADVISORY COMMITTEE

To ensure the smooth functioning of the program, a Radiography Program Advisory committee has been established. The Advisory Committee is committed to assuring that the mission and goals of the program have been met and that assessment plans accurately reflect the program goals. The committee meets twice each academic year, once in the fall semester and once in the spring semester.

The committee is composed of representatives from the Radiography Program, alumni from the program, clinical education centers and community members served by the program. A second-year student representative is a member of this committee.

For additional information concerning representation on this committee, please speak with the Program Director.

4/18

JRCERT Mammography Policy

To assist programs with transparency, the following template is offered as a “guideline” for developing and publishing a policy on student clinical rotations in mammography. The program’s policy and the rationale for the policy change must be published to students and the general public on the program’s Web site. Programs are encouraged to consult with legal counsel regarding the development of the policy, as the JRCERT does not provide legal advice to program officials.

The radiography program sponsored by Montgomery County Community College has revised its policy, effective October 14, 2021, regarding the placement of students in clinical mammography rotations to observe and/or perform breast imaging. Under the revised policy students may request the opportunity to participate in clinical mammography rotations. The program will make every effort to place students in a clinical mammography rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to students. Students are advised that placement in a mammography rotation is not guaranteed and is at the discretion of a clinical setting. The change in the program’s policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student clinical mammography rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 and October 2021 meetings. The JRCERT position statement is included as Addendum A to the program’s policy and is also available on the JRCERT Web site, www.jrcert.org, Program Faculty, Program Resources.

CLINICAL/CLASSROOM DEFICIENCIES

I. STEPS IN COUNSELING PROCEDURE

- A. Suggestions will be made by the faculty to the student regarding deficiencies and non-compliance with the standards as outlined in the Student Handbook. This discussion will take place within one (1) week of the incident. These suggestions will be documented and signed (by both the student and faculty) and placed in the student's file within one (1) week of discussion. This may be in the form of an assignment, laboratory or clinical competency form, evaluation, counseling form, etc.

Faculty are encouraged to use Starfish notifications as a secondary and important step in documenting student deficiencies. Those notifications are reviewed by the academic advisors and followed up with the student.

- B. Students whose deficiencies have not improved, will be counseled and the following will be identified:
1. Steps to be taken to identify deficiency and correct it.
 2. Deadlines or time limits on all steps.
 3. Consequences of not meeting the steps or deadlines.

The content of the meeting will be documented and signed by all involved parties; the student will receive a copy, and a copy will be placed in their file within one (1) week of the meeting.

- C. At the completion of the deadlines one of the following will happen:
1. If all conditions are met, the student will be allowed to continue in the Program.
 2. If all conditions are not satisfied, the deficiencies still existing will be noted and the student will be dismissed from the Program. Students wishing to re-enroll must follow the steps outlined in that policy.

Students are encouraged to familiarize themselves with the Counseling Conference Form used in this program.

Revised: 3/22

II. APPEALS IN COUNSELING

- A. Although the Program policies as stated in this Handbook **may not be appealed**, students who wish to verify the accuracy of the administration of a specific program policy must follow the steps outlined in the College Resolution of Students Concerns located in the Student Handbook Calendar.

The Radiography Program has specific published policies and guidelines. These policies directly relate to the program's goals and objectives and specific professional standards. Every student has access to these policies and acknowledges receipt and

intent to comply with all policies and procedures by signature. Therefore, no policy may be appealed or grieved.

Students **WILL** be dismissed from the program for any of the following reasons:

1. Failure to achieve a 75% or above in any Radiography (RAD) course and other course requirements as detailed in the course syllabi or the program handbook (SEE ACADEMIC INFORMATION for this program)
2. Cheating during examinations.
3. The conviction and, or, known use of, distribution of, or possession of illegal drugs or controlled substances.

Revised 4/16; 1/20; 8/22

CLINICAL EDUCATION RECORDS

Student hours in the clinical setting must be recorded daily. This is to ensure that any make-up time does not result in a student exceeding 40 hours/week between didactic and clinical education unless by choice. The clinical portion of this program is not considered “work” but rather clinical education experiences and education. Students are not paid staff and will not be treated as such in any clinical education center. Students sign in and out using *Trajecsys*, or other web-based electronic time card programs as assigned by the program officials.

TRAJECSYS TIME REPORTING INSTRUCTIONS

- Students will be shown how to log on and use the Trajecsys Web based timecard system.
- Students will clock in when they arrive to the clinical site and will clock out when the student leaves the clinical site utilizing a computer provided by the institution located at the clinical site Radiography department only.
- Incidents involving any of the below will result in clinical percentage point deductions as detailed in course syllabi:
 - NOT clocking in and/or out from the clinical education site campus on a clinical site institution computer located within the Radiography department.
 - NOT clocking in and/or out at all during a clinical education assignment
 - **Students who are not present at a clinical site should not be clocking in or out. Students found to be falsifying their location or otherwise manipulating the clocking system will be immediately issued an XF grade for the clinical education course and will be unable to progress in the radiography program.**
- **Please refer to course syllabi for further specifics and grading requirements.**

A clinical file will be kept on Trajecsys for each student.

The clinical coordinator will be reviewing these files on a regularly scheduled basis.

JOB PLACEMENT SERVICES

The program will provide employment preparation activities to include:

- Assistance in preparing a job resume and cover letter
- Interviewing skills and appropriate interview attire
- Preparing an online presence with positive personal branding
- Assistance in arranging an interview
- The program will provide students/graduates with potential job opportunities as they are presented to the program
- The program makes no guarantee of employment.

LIVING AND EATING ACCOMMODATIONS

Radiography students are responsible for their own housing and meals.

There are various cafeterias at the College and the clinical education centers. These are excellent places to eat and the meals are moderately priced. Students may also choose to bring their lunch.

CLINICAL SITUATIONS

We realize that difficult situations may occur during your time in the program that may cause problems to arise. We can help you solve these problems only if we are made aware of them.

Any problems incurred in the clinical areas should first be brought to the attention of the clinical preceptor or the clinical coordinator.

Any problems dealing with the program as a whole, whether they deal with your classes at MCCC or problems that cannot be answered to your satisfaction by the clinical preceptor or clinical coordinator should be referred to the program director.

The program director is responsible for overseeing the policies and procedures of this program and is responsible for enforcing all policies and rules.

PROFESSIONAL SOCIETIES

It is to your benefit as a student to become involved early in your chosen profession. All students in the MCCC Radiography Program are encouraged to join the ASRT as student members.

PROGRAM RECOGNITION AWARDS

Each year, the Program will recognize their high achieving graduating Radiography Students with a number of awards. The following **may** be awarded:

- Highest GPA
- Clinical Excellence Award
- Compassion Award
- Technical Excellence Award
- Faculty Excellence Award
- JRCERT Student Award
- JRCERT Clinical Educator Award

STUDENT HEALTH SERVICES

Any student who becomes ill or is injured in the clinical area should report to their clinical preceptor. The clinical preceptor will determine the course of action that the student should follow. Students exposed to **blood borne pathogens** should document all accidents. The student and program director will be responsible to filing an Accident Injury Report with the college. Forms can be located in the Program Director's Office, 1702 HSC.

Students are responsible to show proof of Medical Insurance. Clinical Education Centers do not cover the cost to treat injuries occurring during clinical.

PROGRAM COSTS IN ADDITION TO TUITION/FEES

ALL FEES ARE ESTIMATES AND ARE SUBJECT TO CHANGE WITHOUT NOTICE

YEAR 1		
Castlebranch		\$160.99
Textbooks		\$1100.00
Uniforms and shoes		\$300.00
Physical and required immunizations, PPD, drug screen, yearly Flu vaccine**		\$500.00+
Liability Insurance (yearly)		\$ 38.00
CPR course		\$125.00
FBI Fingerprint Criminal Background Check through Cogent ID		\$25.25
Transportation to clinical education centers		Varies per location
YEAR 2		
Castlebranch		\$101.00
Physical, PPD, drug screen, yearly Flu vaccine **		\$150.00+
Liability Insurance (yearly)		\$38.00
FBI Fingerprint Criminal Background Check through Cogent ID		\$25.25
Textbooks		\$75.00
National ARRT Board Examination		\$225.00
Transportation to clinical education centers		Varies per location

** Depending upon individual medical insurance coverage

*Prices are subject to change at any time.

STUDENTS RIGHTS CONCERNING EDUCATION RECORDS

Montgomery County Community College and its clinical affiliates comply with federal and state regulations on student educational records.

Students have certain rights regarding official student records. These are summarized as follows:

- to inspect and review the content of those records within 45 days of request
- to obtain copies of those records upon payment of expenses
- to challenge, before a panel of three persons appointed by the President of the College, any record felt by the student to be inaccurate, misleading, or otherwise violating the right of privacy of that student
- to receive confidential treatment by the school of educational records

The full procedure can be found [here](#).

TERMINAL COMPETENCIES

Students will be evaluated according to the terminal competencies as established by the Joint Review Committee on Education in Radiologic Technology before they are eligible to graduate from the Radiography Program.

The graduate shall be able to:

1. Use oral and written medical communication;
2. Demonstrate knowledge of human structure, function and pathology;
3. Anticipate and provide basic patient care and comfort;
4. Apply principles of body mechanics;
5. Perform basic mathematical functions;
6. Operate radiographic imaging equipment and accessory devices;
7. Position the patient and imaging system to perform radiographic examination and procedures;
8. Modify standard procedures to accommodate for patient condition and other variables;
9. Process CR and DR images using appropriate software functions and protocols;
10. Determine exposure factors to obtain diagnostic quality radiographs with minimum radiation exposure;
11. Adapt exposure factors for various patient conditions, equipment, accessories and contrast media to maintain appropriate radiographic quality;
12. Practice radiation protection for the patient, self and others;
13. Recognize emergency patient conditions and initiate first aid and basic life-support procedures;
14. Evaluate radiographic images for appropriate positioning and image quality;
15. Evaluate the performance of radiographic systems, know the safe limits of equipment operation, and report malfunctions to the proper authority;
16. Demonstrate knowledge and skills relating to quality assurance; and
17. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.

GRADUATION

Montgomery County Community College grants the Associate in Applied Science in Radiography to all students who complete the degree requirements. Degrees are conferred in May each year.

The general requirements for graduation are listed in [Apply for Graduation](#) for all students. All radiography students are encouraged to participate in the May graduation ceremonies and are required to fulfill the following options:

- Obtain C or higher grade in all general-education courses
- Obtain 75% or higher grade for all RAD courses
- Obtain 80% or higher for clinical courses
- Complete 51 clinical competencies before/by program completion
- Execute 10 mandatory general patient care procedures

In addition to the above requirements, please click the following link to ensure you are eligible for graduation based on the College's standards.

I. [Academic Progression](#)

NATIONAL CERTIFICATION EXAMINATION (ARRT)

Eligibility for ARRT certification requires satisfying requirements for education, ethics and examination.

Any student with a past history of a misdemeanor or felony should consult the ARRT. at www.arrt.org to verify if they are eligible to sit for the examination based on their Standards of Ethics

To become a registered technologist, (ARRT), you must sit for the national examination conducted by the American Registry of Radiologic Technologists.

As a MCCC Radiography student, you will be recommended for the Registry exam, providing you have met all program requirements. Students will create an ARRT online account to complete the application process. Once the account is created the Program Director will review and verify or reject the student. Three months prior to graduation students will be sent an email from the ARRT to complete the online application to sit for the exam.

It is the student's responsibility to apply for the examination. Students are encouraged to release their registry scores to the program director for ongoing assessment of the program.

The education eligibility requirement goes beyond the didactic into the clinical. Candidates for primary certification must demonstrate competence in didactic coursework and an ARRT-specified list of clinical procedures. Satisfaction of these requirements must be indicated to ARRT by signature of the program director on the students' application form.

The clinical competency requirements include ten general patient care activities, 36 mandatory radiologic procedures and 15 elective radiologic procedures.

https://assets-us-01.kc-usercontent.com/406ac8c6-58e8-00b3-e3c1-0c312965deb2/68688f6b-d625-4fce-be07-b9b8a81b7d10/RAD_CC_2022.pdf

Revised: 5/21, 3/22, 8/23

REFERENCE STATEMENT

When providing references, students must be aware that the MCCC Radiography Program owes a duty to the recipient (typically a prospective employer) and to the student. The duty is to take reasonable care and to provide information that is true, accurate, fair and non-discriminatory. The reference will not give a misleading impression. The reference will be based on facts which can be backed up by evidence if challenged. Opinions and subjective personal views which cannot be substantiated will not be included. Faculty may reserve the right to not provide a reference if a student has had a previous infraction(s) while enrolled in the MCCC Radiography Program.

WAITLIST INFORMATION/PROCESS

What is a waitlist?

An electronic process that allows students to add themselves to a closed class section and be notified to their student email if a seat becomes available in a desired class section. Students are notified via their MC3 student email in the order that they signed up for the waitlist if a seat becomes available in the waitlisted course section. The majority of course sections have a waitlist. Only designated courses in special admission programs such as in Health Sciences do not have a waitlist. If a waitlist is available for a course, "Waitlist" will appear in the 'Status' column on the Search for Courses web page in Self-Service.

What are the advantages of being added to a course waitlist?

- The advantages of utilizing a course waitlist are
- Eliminating the need to constantly check Self-Service for seat availability. Convenient e-mail notification sent to the student if a seat becomes available. Easy monitoring of your ranking on the waitlist using Self-Service.
- It is a fair and equitable way of determining who is permitted to register for a closed class section.

How do waitlists work?

When a student attempts to register for a full class, they will be given the option to be added to the waitlist. **A maximum of 10 students can be active on a waitlist.** When a seat opens in the course, a notification email will be sent to the first student's MC3 email address. The student will then have **24 hours** to register from the time that the email was sent. If that student does not respond to the email within **24 hours**, they will be dropped from the waitlist and the next student on the list will be notified. Those who have been dropped from the waitlist are not automatically placed back on the waitlist. It is the student's responsibility to add themselves back to the waitlist if they have missed an opportunity to register for an available seat. **Note: Students on the waitlist are not automatically enrolled if a seat opens up.**

Will anything prevent a student from being added to the waitlist?

Yes, the following would prevent you from being added to the waitlist.

- If you do not meet the pre-requisite for the class, you would like to waitlist.
- A Business Office/Registration Office Hold or Restriction.
- If you are already on a course waitlist for a different section of the same course within the same semester.

Contact the Enrollment Services Office 215-641-6551 if you are unable to add yourself to a waitlist or register for courses.

How to waitlist a course?

Using Self-Service, you can add, register, or remove yourself from a waitlisted course.

To use Self-Service:

- Log in to Montco Connect by using your student ID and Password. Select Self-Service.
- Select Student Planning, then Course Catalog.
- Enter the course (for example: BIO 132) in Search for courses...
- Select View Available Sections and Add Section to Schedule.
- Select the Plan & Schedule tab to "Waitlist" the section. You will then see that you have been waitlisted for the selected class section.

Does being on a waitlist for a closed section guarantee me a seat in that section?

No. The only way to guarantee a seat is to register for an open section.

How can I confirm that I am on the waitlist or remove myself from the waitlist?

Login to Montco Connect under Self-Service click on "Academics" then "Student Planning" and "Plan & Schedule". Sections that you are on the waitlist for will have the status "Waitlisted". You will be able to see your ranking on the waitlist here. To remove yourself from the waitlist, select "Drop Waitlist".

How often is the waitlist updated and when will the waitlist be closed?

The waitlist is managed daily, and students have 24 hours to respond to the email once the email notification is received. There are no exceptions as it pertains to this process. It is very important for students on waitlists to check their MC3 email twice a day and/or check your waitlist position via the student portal.

The course waitlist will be closed the day after the last day to add without faculty signature of each session in a semester.

How will I be notified if a seat becomes available for me?

If a seat becomes available through the waitlist process, you will receive an email from the Radiography Program Director similar to the following.

Dear Student,

You now have the opportunity to be registered for your waitlisted course.

Section: RAD 100

Synonym: 66593

Term: 2022/FA

To claim your seat, you must reply to the email that was sent by the Radiography Program Director. After 1 day, the seat that has been reserved for you will be offered to another student if no response is received.

How will a student know if he/or she successfully registered for a waitlisted course?

Students will receive an email confirmation to their MC3 student email address.

8/2022

POLICY CHANGE NOTIFICATION FORM

The Radiography Program officials are committed to communicating changes to students and staff as changes are implemented.

Students will be informed in writing and will be required to sign a Policy Change Notification Form indicating their receipt and understanding of the new policy.

A copy of this form can be found in this handbook on **Attachment H**.

1/2020

CONTINGENCY PLAN

In the event of a catastrophic event (tornados, flooding, earthquakes, snowstorms, tsunami etc.) program faculty and students will receive immediate communication through the MCCC Emergency Notification System, (please see [Emergency Notification Policy](#) for specifics). The communication will be sent out via various communication methods (text message, email, college website, social messaging networks etc.).

Didactic Course Modification will include with notification:

- Temporary utilization of online distance education platform(s) for class meetings typically taken place face-to face.
 - If faculty or students need physical technology resources, the College makes every effort to assist faculty and students with their technology needs as we shift to remote delivery. Should faculty or students need assistance, please complete a technology request form.
- Class meeting location changes
- Class meeting schedules day(s)/time(s) changes

Clinical Course Modification will include with notification:

- Assigned clinical site changes.
- Schedule date(s)/time changes.
 - Students could be reassigned to a different clinical facility or site, or to a non-traditional shift, such as evenings and weekends to accommodate the student and ensure JRCERT supervision policies are met.
- Extension of clinical course requirements beyond the expected completion date.
- Distribution of required PPE to maintain and ensure student health and safety.

What you can expect from Program Administration:

- Timely communication via MCCC email
- Prioritize the health and safety of students and faculty
- Assurance that the program will adhere to program goals
- Assurance that all program graduates will meet graduation requirements
- Access to student support through the [resource center](#) which includes [health and wellness resources](#).

HEALTH SCIENCES DIVISION POLICY

Students in Selective Admissions Programs with an XF Grade on Their Transcript

I. Policy

The Health Sciences Division is committed to providing meaningful learning experiences for students in their pursuit of knowledge. The Health Sciences Division adheres to a steadfast commitment to academic ethics in an environment that fosters critical thinking and learning. It is expected that students will adhere to the **College's Student Code of Ethics Policy** <https://www.mc3.edu/about-mccc/policies-and-procedures/student-academic-code-of-ethics>. Therefore, students with an XF on their transcript must follow the procedures outlined below to resolve the XF, in addition to also meeting all other eligibility requirements, to be considered for selective admissions in to Health Sciences Division programs.

II. Procedures

1. An XF grade on a student transcript denotes academic misconduct.
2. Students may not enroll in one of the Health Sciences selective admissions programs if they have an **XF** on their transcript.
3. Should a student have earned an **XF** in any course at the college or as a transfer credit, the **X** must be successfully removed from the transcript in order to be considered for admission.
4. A student may appeal to have the grade changed from an **XF** to an **F**.
5. One year after an **XF** grade has been entered on the student's transcript, a student may appeal to have the grade changed to an **F** if they have not committed any subsequent violations of the Code of Ethics
6. The students should fill out the **XF-to-F Grade Appeal Form**. *Note: Requests for XF-to-F Grade Appeal prior to Fall 2019 will be reviewed on a case by case basis by the Academic Progress Committee.*
7. Students using that form will have to:
 - o Demonstrate completion of Curriculum Committee-approved academic ethics training.
 - o Submit a personal essay on the importance of academic honesty.
 - o Complete any learning modules related to ethics training as assigned
 - o Provide a note from a faculty member, coordinator, or dean testifying to the student's commitment to academic honesty and conduct.

Originated – April 2021

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1/20; 8/20; 5/21, 7/21, 3/22, 8/22, 5/23, 8/23, 1/24

ATTACHMENT A



340 DeKalb Pike

Blue Bell, PA 19422-0796

___ Blue Bell Campus

___ Pottstown Campus

___ **Other Off Site Location:**

Specify: _____

ACCIDENT/INJURY/ILLNESS REPORT

NAME: _____ Male Female

Status: Employee: FAC - SS - ADMIN **Area** _____ **of** _____ **Employment:** _____

Student Other - specify: _____

College ID #: _____ **Date** _____ **of** _____ **Birth:** _____

Address: _____

Code _____ **Street** _____ **Apt. #** _____ **City** _____ **State** _____ **Zip** _____

Cell Phone #: _____ **Home Phone #:** _____ **Work #:** _____

Date of Accident/Injury/Illness: _____ **Time of Accident/Injury/Illness:** _____ AM - PM **Date Reported:** _____

1. **Describe the Accident/Injury/Illness:** What were you doing? What equipment or tools were involved? Describe in detail, what conditions, actions, events, or objects contributed to the accident/injury/illness. (Use other side if needed.)

2. Give **specific location** where the Accident/Injury/Illness occurred:

3. Describe **weather** conditions (if applicable):

4. **Supervisor or Faculty** aware of accident/injury/illness? ___ No ___ Yes - name:

5. **Describe injury or illness** (indicate **right/left side**, what hurts, swelling, bruising, cut, difficulty breathing, etc.):

6. What **first aid care** did you receive? **Describe:**

Check all that apply:

- ___ None Required ___ **Declined Assistance**
 ___ Assisted by Public Safety Officer ___ **Other** – name:

___ Went to **Concentra Medical Center** 610-275-3884 (850 Germantown Pike, Plymouth Meeting, PA 19462)

___ Went to **Pottstown Occupational Health** 610-326-2300 (CarePlex - 81 Robinson Street, Pottstown, PA 19464)

___ Required **ambulance** transport by

___ Went to **Physician or other Medical Facility:** Name:

Address:

7. Name & Phone # of anyone who **witnessed** Accident/Injury/Illness: ___ No one present ___ Others present – names unknown
 A. _____ B. _____

Signature of Individual (or completed by - if individual unable to complete) Date

Received by Public Safety - signature

Date

Send original copy to Public Safety (within 48 hours of Accident/Injury/Illness)

Revised: 9/00; 5/04; 9-7-2011; 6/17; 1/2021

ATTACHMENT B

**Waiver Agreement
Release of Responsibility
Related to A Bloodborne Exposure Incident**



I, (print name) _____, may have been significantly exposed to the blood and/or body fluid of an HBV, HCV, and/or HIV blood-borne pathogen positive patient.

It has been explained to me that current CDC testing protocols, relating to a bloodborne exposure incident, recommend testing within 2 – 3 hours following a significant bloodborne pathogen exposure.

I **decline** to have baseline testing performed and/or to receive additional counseling afforded to me by the College.

I hereby release Montgomery County Community College of all liability related to this potential exposure as well as any and all future health issues it may pose to me.

Signature: _____

Date: _____

Witness: _____
(Print name and title)

Witness Signature: _____

ATTACHMENT C

**Montgomery County Community College
Radiography Program**

**DOCUMENTATION OF RADIATION MONITORING BADGE READINGS
OVER 50 mR**

STUDENT _____ DATE _____

CLINICAL SITE _____

Radiation Badge Reading _____ mR for the month of _

If a student's radiation badge reading is over 50mR for any month, the following procedure will be followed and documented.

DATE

1. Discussion between student and program director concerning reason for over exposure. _____
2. A student contact form signed by the student and program director. _____
3. Discussion with the clinical preceptor concerning possible reasons for overexposure. _____
4. Recommendations made by the clinical preceptor to prevent future overexposure. _____

POSSIBLE REASONS AND RECOMMENDATIONS:

Signature of Student

DATE

Signature of Program Director

DATE

5/07; 8/09; 3/11;1/12; 3/13;5/15; 1/21

ATTACHMENT D

**Montgomery County Community College
RADIOGRAPHY PROGRAM
DECLARATION OF PREGNANCY**

To: _____

In accordance with the NRC's regulations at 10 CFR 20.1208, "Dose to an Embryo/Fetus," I am declaring that I am pregnant. I believe I became pregnant in _____ (please provide month and year).

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem (5 millisievert) (unless that dose has already been exceeded between the time of conception and submitting this letter). I also understand that meeting the lower dose limit may require a change in clinical rotations during my pregnancy.

In compliance with the radiography program's pregnancy policy:

_____ I wish to continue the radiography program without modification.

_____ I wish to continue the radiography program with modification.

_____ I wish to declare out of progression and request to continue the radiography program following the guidelines for re-admission.

_____ I wish to withdraw from the radiography program without consideration of readmission.

Signature

Printed Name

Witness' Signature

Witness' Printed Name

Date

Date

2/07; 3/11;3/13;6/17

ATTACHMENT E

Informational only! All students will acknowledge and sign and upload to the Castlebranch Portal!

**Montgomery County Community College
Radiography Program
ENERGIZED LABORATORY
RESPONSIBILITY ACKNOWLEDGEMENT FORM**

I have received, read and understand the policies that pertain to the use of the Montgomery County Community College Radiography Program's energized laboratory.

I understand that it is my responsibility to adhere to these policies for the safety of others and myself.

I understand that my failure to comply with these policies may result in academic/non-academic consequences; including but not limited to: suspension from the program, lowering of grades, and dismissal from the program as well as any other consequence program faculty find appropriate for misuse of the laboratory.

I agree to comply with the policies as explained and agree to abide by them. Should I have any questions or require further explanation, I will immediately seek a program official before proceeding.

Name _____

Date _____

Signature _____

8/03; 7/05
6/06; 5/07; 9/09
3/11; 3/13; 8/14; 3/17

ATTACHMENT F



RADIOGRAPHY PROGRAM

ACKNOWLEDGEMENT OF UNDERSTANDING

I hereby acknowledge receipt of a copy of the Orientation Packet and Radiography Student Handbook. I have read and understand its contents.

I understand I must have completed the necessary Pre-Matriculation Requirements to be eligible for participation in the clinical radiography experiences integral to the Radiography Program. I further understand that it is my responsibility to maintain the currency of these requirements for the length of time that I am enrolled in the Radiography Program.

I agree to comply with all the policies and procedures in the Handbook as well as all the policies and procedures of Montgomery County Community College or any accrediting board, clinical program or third party program related to training or experience. I understand that my failure to comply with any such policies or procedures may result in my removal from the Program.

I further acknowledge that a failure to meet the eligibility or licensing requirements or any applicable governmental board or program accrediting board or agency may result in my removal from the Program.

I further understand my continuing obligation to immediately notify the Program Director or any events or changes in my status which might affect my continued eligibility to participate in the Program.

Date: _____

Name (please print): _____

Signature: _____

Address: _____

Telephone: Home (____) _____

Work (____) _____

Cell (____) _____

E-mail Address: MC3: _____

Other _____

College ID Number: _____

ATTACHMENT G

Montgomery County Community College Radiography Program Handbook Quiz

Name: _____

Date: _____

In order to assure that you understand the policies and procedures of the Radiography Program, we ask that you complete this quiz.

1. **TRUE or FALSE:** Once you have successfully completed your competency evaluation for a portable chest x-ray procedure, you can now go alone to perform portable chest x-rays anywhere in the health care facility.
2. Describe in your own words what is meant by **direct and indirect supervision** and when each is used during your clinical education experience.
3. You need to repeat one of the images for a procedure you performed. **What should you do?**
4. There is a screaming two year old that won't hold still for his hand x-ray and you are told by the technologist you are working with to hold the patient during the exposure. **What should you do?**
5. When you go to perform a chest x-ray you notice that the technologist who left their *left* lead marker on the upright bucky. You can't find your own lead markers. Can you use the technologist's lead markers instead of your own? Why or why not?

6. **TRUE or FALSE:** You become pregnant while enrolled in the MCCC Radiography Program. Do you have to report this to the program director? Why or why not?

7. During a declared pregnancy, how much radiation dose is a female student technologist allowed to receive for the entire pregnancy and how much per month?

8. If your CPR certification expires half way through your program of study, what should you do?

9. If you are sick and unable to report to your clinical site, what is the **minimum amount of time** to notify your clinical preceptor or designee of your absence?

10. Once you have passed a competency evaluation at the clinical site, what degree of supervision is required?

11. **TRUE or FALSE:** Once you have completed a competency evaluation for a particular procedure, you are expected to be able to perform that procedure on any patient without asking for a technologist's assistance.

12. Your family always organizes a week long family reunion camping trip during the 4th of July week. During this week your entire family meets at special vacation spots around the United States. This year the location is Hawaii. Everyone in your family looks forward to this time together, especially your grandparents who are in their 80s. Explain if you **will** or **won't** be able to attend your family reunion this summer.

May 2016; 6/17; 3/19; 1/20

ATTACHMENT H



POLICY CHANGE NOTIFICATION FORM

My signature below indicates that I have been notified of the following Radiography Program Policy (s) change:

POLICY CHANGE (Please be specific): _____

If multiple policy changes within one piece of documentation (ex. Program Handbook, Course Syllabus) list additional here:

1. _____
2. _____
3. _____

EFFECTIVE AS OF: _____

STUDENT PRINTED NAME	STUDENT SIGNATURE	DATE
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9/09; 9/10, 1/2020, 2/2022, 5/2023

ATTACHMENT I



STUDENT COUNSELING REPORT

- ACADEMIC DEFICIENCY
- PERFORMANCE DEFICIENCY
- BEHAVIORAL DEFICIENCY
- OTHER

STUDENT:

FACULTY:

DATE/SEMESTER:

BACKGROUND/ NARRATIVE

CORRECTIVE MEASURES / REMEDIATION

Student will initiate a withdrawal from the program_____

Program Director will initiate Student Withdrawal from the program_____

I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THIS COUNSELING REPORT.

STUDENT SIGNATURE:_____

DATE: _____

PROGRAM DIRECTOR: _____

DATE: _____

FACULTY:_____

DATE: _____

For Clinical purposes only:

- VERBAL WARNING**
- WRITTEN WARNING**

- CLINICAL WARNING**
- CLINICAL PROBATION**
- CLINICAL FAILURE**

Original to: Program Director/Faculty for Student File within a timeframe of one (1) week after meeting.

Copy to: Student within a timeframe of one (1) week after meeting.

Revised: 1/20; 8/22

ATTACHMENT J



MONTGOMERY COUNTY COMMUNITY COLLEGE

MRI Orientation and Safety Training

This form **MUST** be uploaded onto Castlebranch in the corresponding task after completing the following prior to clinical education no later than _____ :

1. Watch the video titled [MRI Safety Video \(Julie Barber\)](https://www.youtube.com/watch?v=i2TPuHUIhSE) (https://www.youtube.com/watch?v=i2TPuHUIhSE). It can be found on YouTube and is about 8 minutes in length. Following the viewing of the video, take the quiz that is at this link [here](#).
2. Complete the **MRI Safety Form** that is similar to what is used for screening patients within Trajecsys. After completing this form, Gina Falcione, R.T.(N)(MR)(ARRT) will verify the form within Trajecsys. This form will be completed annually during your time in the program to ensure your safety while in an MRI area. This form may also be used to screen students who are shadowing technologists in the MRI area. You may be asked to complete this form or one that is similar again when you rotate in the MRI area as part of your advanced modalities rotation.
3. When you report to MRI for your modality rotation (if you so choose to do so throughout the time you are in the Radiography Program), MRI staff may screen you for any metallic/ferrous objects in or on your uniform. They will have you remove your identification badge, dosimeters, and access badge. You will need to remove jewelry and many objects that you are carrying in pockets. Objects that can be damaged by the magnet (watches, credit cards) will not be allowed in controlled areas. To avoid any delay in your rotation, it is a good idea to leave these objects in a locker, in your car or some other safe place.
4. My signature below indicates my knowledge/awareness of program policy regarding MRI Safety Precautions. I have watched the MRI Safety Video, completed the MRI Safety Form on Castlebranch along with uploaded it there, and completed the quiz with at least an 80% at the link provided above.

Click or tap here to enter text.

Student Signature

Click or tap here to enter text.

Date



Radiography Program MRI Screening Form
(Found in Trajecsys)

WARNING: Certain implants, devices, or objects may be hazardous to you and/or may interfere with the MR procedure in which you as a student must be aware of. If you have any question or concern regarding an implant, device, or object please contact the Program Director or Program Faculty.

Student Name: _____

Date: _____

Please answer the following MRI safety screening questions:

1. Have you had prior surgery or an operation (e.g., arthroscopy, endoscopy, pacemaker, etc.) of any kind?

No Yes

If yes, please indicate the date and type of surgery(s): _____

2. **Have you experienced any problem related to a previous MRI examination or MR procedure?**

No Yes

If yes, please describe: [Click or tap here to enter text.](#)

3. **Have you had an injury to the eye involving a metallic object or fragment (e.g., metallic slivers, shavings, foreign body, etc.)?**

No Yes

If yes, was an orbit x-ray completed? When and where? [Click or tap here to enter text.](#)

4. **Have you ever been injured by a metallic object or foreign body (e.g., BB, bullet, shrapnel)**

No Yes

If yes, was a diagnostic imaging study or examination performed (MRI, CT,

Ultrasound, X-ray, etc.): [Click or tap here to enter text.](#)

5. **Are you currently taking taken any medication that requires patches?**

No Yes

If yes, please list: _____

6. **Do you have a history of asthma, allergic reaction, respiratory disease, or reaction to a contrast medium used for an MRI, CT, or X-ray examination?**

No Yes

Please indicate if you have any of the following:

No Yes Aneurysm clip(s)

No Yes Cardiac pacemaker

No Yes Implanted cardioverter defibrillator (ICD)

No Yes Electronic implant or device

No Yes Magnetically-activated implant or device

No Yes Neurostimulation system

No Yes Spinal cord stimulator

No Yes Internal electrodes or wires

No Yes Bone growth/bone fusion stimulator

No Yes Cochlear, otologic, or other ear implant

No Yes Neurostimulator, diaphragmatic stimulator, deep brain stimulator, vagus nerve stimulator, bone growth stimulator, spinal cord stimulator, or any biostimulator (in-place or removed)

No Yes Implanted drug infusion device (insulin, baclofen, chemotherapy, pain medicine)

No Yes Any type of prosthesis (eye, penile, etc.)

No Yes Heart valve prosthesis

- No Yes Artificial Eye
- No Yes Eyelid spring or wire
- No Yes Artificial or prosthetic limb
- No Yes Metallic stent, filter, or coil
- No Yes Shunt (spinal or intraventricular)
- No Yes Vascular access port and/or catheter
- No Yes Radiation seeds or implants
- No Yes Swan-Ganz or thermodilution catheter
- No Yes Medication patch (Nicotine, Nitroglycerine)
- No Yes Any metallic fragment or foreign body
- No Yes Wire mesh implant
- No Yes Tissue expander (e.g., breast)
- No Yes Surgical staples, clips, or metallic sutures
- No Yes Joint replacement (hip, knee, etc.)

- No Yes Bone/joint pin, screw, nail, wire, plate, etc.
- No Yes IUD, diaphragm, or pessary ring
- No Yes Removable dentures, false teeth, or partial plate
- No Yes Wig, hair implants
- No Yes Tattoo or permanent makeup
- No Yes Body piercing jewelry
- No Yes Hearing aid (Remove before entering MR system room)
- No Yes Other implant _____
- No Yes Breathing problem or motion disorder
- No Yes Any other type of surgically implanted medical devices, removable medical devices or personal items not covered above?

If you answer yes to any of the above, please provide explanation and copies of any relevant medical device information.

I attest that the above information is correct to the best of my knowledge and understand that if any of the above changes that it is my responsibility to contact a program official immediately. I read and understand the contents of this form and will direct any questions regarding the information on this form to the Program Director or Clinical Coordinator.

Signature of Person Completing Form: _____

Date: _____