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

STUDENT HANDBOOK
2019
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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................................................................. 7

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INTRODUCTION

Welcome to the Montgomery County Community College Radiography Program!

The next two years will no doubt be very rigorous and demanding for you. You will need to complete any general education requirements not finished, master the theory presented in your professional courses, and be able to apply all your new-found knowledge in the clinical area.

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.

When you feel you understand the Program’s policies, sign the acknowledgement page.

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!
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 professional development or career advancement

5. **Continuously monitor program satisfaction, ARRT exam pass rates, job placement and student completion rates in compliance with JRCERT accreditation.**
   - Graduates will pass the ARRT national certification on 1st attempt within 6 months post-graduation
   - Of those pursuing employment, graduates will be gainfully employed within 12 months post-graduation.
   - Students will complete the program within 24 months
   - Graduates will be satisfied with their education.
   - Employers will be satisfied with the graduate’s performance

The Program assesses these 5 goals and their specific student learning 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.
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 a test.
- 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: Will result in an automatic “zero” for the test/assignment. No option will be provided to remove the zero received.

2. Second offense: Will result in an “F” for the course and dismissal from the Radiography program.

Created 8/05
Modified 4/07
Reviewed 3/13; 5/15; 4/16
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 POLICY-CLASS

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 prior to the absence or lateness.

Class Cancellation/Postponement:

In case 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 Blackboard for specific class instructions.

If classes are cancelled, the clinical coordinator will notify each clinical affiliate. Students DO NOT have to call themselves.

Clinical Education CELL PHONE POLICY

Students are not allowed to have their electronic mobile devices (cell phones, tablets) on their person while on 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 caught using their device in any manner other than during these times will receive a written warning. A second offense will result in probation of 2 clinical days. A third offense will be dismissal from the program. Using an electronic mobile device during clinical assignments could be perceived as a HIPAA violation. Please speak with your clinical instructor if you have an emergency situation in which you may be monitoring for instructions on how to be reached through the department phone.
Basic CLASS ROOM 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 help in student success such as tutoring, advising and counseling. 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.**
5. The use of 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 and NO other option is available.
CLINICAL ABSENCE POLICY

Students are expected to attend all scheduled clinical days. 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 through the clinical sequence and may result in dismissal from the program.

Each student will be given 1 free absence per semester to be used at their discretion with no penalty, percentage point deduction or make up time associated. This needs to be approved by the clinical coordinator. Students may use this day for absence due to any reason after contacting both the clinical instructor and the clinical coordinator at least 30 minutes prior to the start of their clinical education shifts. However, the 1 free absence cannot be used during the first or last two weeks of the course.

Should a student be ill or otherwise unable to attend clinical education, the student is responsible for contacting BOTH the clinical instructor at their clinical education site AND the clinical coordinator at least 30 minutes prior to the start of their clinical education shifts. If both the clinical coordinator and the clinical instructor 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 a dismissal from the program. Text messages and emails may be acceptable forms of contact if approved at the beginning of the semester with the clinical coordinator and/or clinical instructor.

For each clinical course, students should refer to the appropriate clinical course syllabus for the attendance policy for that course. Students are encouraged to schedule make-up clinical days with each clinical instructor and coordinator to achieve the required course objectives. All make-up days must be completed prior to the next semester start date.

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 instructor. 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.

NOTE: In the event of illness, consecutive clinical absences will equal 1 clinical occurrence. This means that students will need to make up the clinical time missed but the point deductions will not accrue.

If a student is absent for more than two (2) consecutive days due to illness or injury, it is required that they obtain a statement from their personal physician attesting to their illness or injury, and their fitness to return to classes and clinical patient contact.

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.

The student must contact the Clinical Coordinator and the appropriate Clinical Instructor on each day of absence. If you cannot reach the Clinical Coordinator, please also call the Program Director. The calls should be at least 30 minutes prior to the scheduled class or clinic. Revised 2/18, 8/18
5 Steps to Clinical Competency

Clinical Education Supervision Policy

**Step One:**
The radiographic examination will be introduced in one of your three Radiographic Procedures courses. 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 a written examination 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. 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 Instructor 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 Instructor 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 doing the procedure. The evaluator may not assist the student or provide any prompts to aid the student in this procedure. Completed competencies apply to their clinical course grade.

- Students may not comp on a patient at the hospital until they have completed steps 1-4.
- After competency is achieved, the student may perform that procedure under *indirect supervision*.
- 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
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<tr>
<td>Boyertown Rehabilitation &amp; Imaging Center</td>
<td>Tammy Camacho, RT(R)(M)(BD)</td>
<td>Beth Prajzner</td>
<td>(1 STUDENT)</td>
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<td></td>
<td>[<a href="mailto:TammyL.camacho@towerhealth.org">TammyL.camacho@towerhealth.org</a>]</td>
<td>[<a href="mailto:Beth.prajzner@towerhealth.org">Beth.prajzner@towerhealth.org</a>]</td>
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<td>(267) 979-9316</td>
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<tr>
<td>Children's Hospital of Philadelphia – King of Prussia</td>
<td>Christina Charles, R.T., (R)</td>
<td>Latrell Jones</td>
<td>(2 STUDENTS)</td>
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<td>[<a href="mailto:charles@email.CHOP.edu">charles@email.CHOP.edu</a>]</td>
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<tr>
<td>Doylestown Hospital</td>
<td>Missy McBride, R.T.(R)(CT)</td>
<td>Nancy Butterworth</td>
<td>(2-3 STUDENTS)</td>
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<td>Einstein Medical Center Montgomery</td>
<td>Lauren Romano, R.T. (R)</td>
<td>Tricia Price, R.T., (R)</td>
<td>(2 STUDENTS)</td>
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<td>[<a href="mailto:Romano01@einstein.edu">Romano01@einstein.edu</a>]</td>
<td>[<a href="mailto:pricetri@einstein.edu">pricetri@einstein.edu</a>]</td>
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<td>[<a href="mailto:pricetri@einstein.edu">pricetri@einstein.edu</a>]</td>
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<td></td>
<td>(610) 270-2265</td>
<td>[<a href="mailto:pricetri@einstein.edu">pricetri@einstein.edu</a>]</td>
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<td>[<a href="mailto:pricetri@einstein.edu">pricetri@einstein.edu</a>]</td>
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<tr>
<td>Location</td>
<td>Clinical Instructor</td>
<td>Administrator</td>
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</tbody>
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| **Einstein KING OF PRUSSIA Imaging**  
210 Mall Boulevard  
Suite G02  
King of Prussia, PA 19406  
610 233 3799  
Start time: 8:00 | Stephanie Lancaster Nutridge, R.T., (R)  
lancasts@einstein.edu | Patricia Modafferi, MHA  
Vice President, Healthcare Services  
modaffeP@einstein.edu |
| **Einstein COLLEGEVILLE Imaging**  
100 Market Street  
Suite 200  
Collegeville, PA 19426  
484 622 6440  
Start time: 8:00 | Deb Selser, R.T., (R)  
selserde@einstein.edu | Patricia Modafferi, MHA  
Vice President, Healthcare Services  
modaffeP@einstein.edu |
| **Jefferson Outpatient Imaging – East Norriton**  
1 West Germantown Pike  
Norristown, PA 19401  
(610) 277 – 3202  
Start Time 8:00 AM | KelleyAnn Beck, R.T., (R)  
(215) 885 – 1011  
kbeckrt@comcast.net | Margaret Colarossi  
(267) 539 - 3750  
Margaret.Colarossi@jefferson.edu  
mcolarossi@oiarad.com |
| **Jefferson Outpatient Imaging – Collegeville**  
535 West 2nd Avenue  
Collegeville, PA 19426  
610 503 4900  
Start Time 8:00 AM | | Margaret Colarossi  
(267) 539 - 3750  
Margaret.Colarossi@jefferson.edu  
mcolarossi@oiarad.com |
| **Lansdale Hospital, Abington Health**  
100 Medical Campus Dr.  
Lansdale, PA 19446  
(215) 361-4516/(215) 361-4503  
Start time 8:00 | Terri Kinney RT(R)  
(215)361-4511  
TKinney@abingtonhealth.org | Joan Diaz  
215-481-3686  
Joan.M.Diaz@jefferson.edu |
| **Oaks Radiology**  
450 Cresson Boulevard  
Suite 100  
Oaks, PA 19456  
(610) 650- 0267  
Start time 8:45 AM | Rachel Connors, B.S., R.T. (R) (CT)  
rcconnors0913@hotmail.com  
(610) 650- 0267  
fax (610) 650- 0268 | Alyssa Turner, R.T., (R)  
Aturner6993@gmail.com  
610 764 9584 |
| **Premier Orthopedics** (Pennsylvania Orthopedic Center)  
286 Lancaster Avenue  
Suite 200  
Malvern, PA 19355  
(FYI - GPS may also say Paoli)  
(610) 644-6900  
Start Time 8:00 AM | Jessica Coombe, R.T., (R)  
jessicac143@comcast.net  
jcoombe@premierortho.com  
(610) 306 – 7097  
Alyssa Turner, R.T., (R)  
Aturner6993@gmail.com  
610 764 9584 |
<table>
<thead>
<tr>
<th>Location</th>
<th>Clinical Instructor</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Phoenixville Hospital</td>
<td>Danielle Davidheiser, A.S., R.T. (R)</td>
<td>2 students</td>
</tr>
<tr>
<td>140 Nutt Road, Phoenixville PA</td>
<td><a href="mailto:Danielle.R.Davidheiser@towerhealth.org">Danielle.R.Davidheiser@towerhealth.org</a></td>
<td></td>
</tr>
<tr>
<td>19460</td>
<td>Cell phone Cell-717-333-1525</td>
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</tr>
<tr>
<td>610-983-1128</td>
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<tr>
<td>Start time: 8:00</td>
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<tr>
<td>Pottstown Memorial Medical Center</td>
<td>Brenda Swankoski, A.S., R.T. (R) (M)</td>
<td>4 students</td>
</tr>
<tr>
<td>1600 E. High St, Pottstown, PA</td>
<td><a href="mailto:Brenda.Swankoski@Towerhealth.org">Brenda.Swankoski@Towerhealth.org</a></td>
<td></td>
</tr>
<tr>
<td>19464</td>
<td>(Back up instructor)</td>
<td></td>
</tr>
<tr>
<td>(610)327-7486/ (610) 327-7000</td>
<td>Karen Kingssepp B.S. RT(R)</td>
<td></td>
</tr>
<tr>
<td>(610)327-7486 / (610) 327-3392</td>
<td><a href="mailto:kkingssepp@yahoo.com">kkingssepp@yahoo.com</a></td>
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<tr>
<td>Start Time: 7:30</td>
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<tr>
<td>Premier Orthopedic Pottstown</td>
<td>Carla Coates, A.S., R.T. (R)</td>
<td>1 student</td>
</tr>
<tr>
<td>1561 Medical Drive, Pottstown, PA</td>
<td>(610) 505 7794</td>
<td></td>
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<tr>
<td>19464</td>
<td><a href="mailto:ccoates@premierortho.com">ccoates@premierortho.com</a></td>
<td></td>
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<tr>
<td>Jason  610-792-9292 ex 104</td>
<td></td>
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<tr>
<td>Carla  610-792-9292 ex 184</td>
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<tr>
<td>Rothman Institute – King of Prussia</td>
<td>Alyssa Ryan, A.A.S., R.T., (R)</td>
<td>1 student</td>
</tr>
<tr>
<td>234 Mall Boulevard, King of Prussia, PA</td>
<td><a href="mailto:Alyssa.ryan@rothmaninstitute.com">Alyssa.ryan@rothmaninstitute.com</a></td>
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<tr>
<td>19406</td>
<td>610 755 3706</td>
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<tr>
<td>Rothman Institute – Limerick</td>
<td>Melanie Elia, R.T., (R)</td>
<td>1 student</td>
</tr>
<tr>
<td>400 Enterprise Drive, 2nd Floor</td>
<td><a href="mailto:Melanie.Elia@Rothmaninsitute.com">Melanie.Elia@Rothmaninsitute.com</a></td>
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<tr>
<td>Limerick, PA 19468</td>
<td>(610) 989-1935</td>
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<tr>
<td>(610) 624 1537</td>
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<td>Start Time 8:00 AM</td>
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<tr>
<td>Rothman Institute – Limerick</td>
<td>Stacy Mabry</td>
<td>1 student</td>
</tr>
<tr>
<td>400 Enterprise Drive, 2nd Floor</td>
<td><a href="mailto:Stacy.Mabry@rothmaninstitute.com">Stacy.Mabry@rothmaninstitute.com</a></td>
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<tr>
<td>Limerick, PA 19468</td>
<td>(610) 624-1537</td>
<td></td>
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<tr>
<td>Start Time 8:00 AM</td>
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</tbody>
</table>
| Suburban Community Hospital | Clinical Instructor: Paula Walker RT (R)  
PWalker2@primehealthcare.com  
Paula (267) 226-4960  
Michelle Neckien A.S. RT(R)  
mneckien@primehealthcare.com  
Michelle (610) 585-6169  
Director: Michelle DeAngelis, R.T. (R)  
MDeangelis@primehealthcare.com  
(4 STUDENTS) |
<table>
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<tbody>
<tr>
<td>2701 DeKalb Pike</td>
<td>(484) 571-5122 / 610 278-2101</td>
</tr>
<tr>
<td>Norristown, PA 19401</td>
<td>Fax: (610) 270-8312</td>
</tr>
<tr>
<td>Start Times 7:00, 7:30, 8:00, 8:30</td>
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<tr>
<td>Veteran’s Affairs Medical Center – Coatesville</td>
<td>Clinical Instructor: Connie Belden, A.S., R.T., (R)(M)(CT)</td>
</tr>
<tr>
<td>1400 Blackhorse Hill Road</td>
<td>(610) 383 – 0262 EXT 4262</td>
</tr>
<tr>
<td>Coatesville, PA 19320</td>
<td><a href="mailto:Connie.Belden@VA.gov">Connie.Belden@VA.gov</a></td>
</tr>
<tr>
<td>Start Time 8:00 AM</td>
<td>(1 STUDENT)</td>
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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  

*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 instructor at Einstein Medical Center Montgomery.*
CLINICAL ASSIGNMENTS

The schedule for clinical affiliate rotations will be distributed during orientation or during the first week in this program. Students are assigned rotations through all clinical education centers during their time in the program. Clinical education center assignments are randomly assigned and will not be switched or altered. Students need to be aware of the various locations of each site and understand that they may be assigned to clinical facilities that may be up to an hour away from the central campus.

Schedules of room rotations through various clinical areas will be posted at the beginning of the semester at each clinical education center. These schedules are completed by the clinical instructors with input and guidance from the Clinical Coordinator and Program Director. Students should not be assigned to areas in which they have not covered in the classroom setting unless it is a short, observation rotation. There can be no changing between students on these rotations. Students should not be re-assigned room/area rotations based on staffing needs within the clinical education center. There should 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.

PROOF OF MEDICAL INSURANCE

Students are responsible to show proof of medical insurance while enrolled in the Radiography Program.

TRANSPORTATION

Students are responsible for transportation to and from their clinical assignments as well as didactic courses at the College. Carpooling is encouraged to clinical assignments when feasible.
CLINICAL OBLIGATIONS

CLINICAL ASSIGNMENTS

This Program is comprised of five (5) continuous semesters of classroom/laboratory work and clinical education. The combination of each of these never exceeds 40 hours per week, but does require a commitment every day of the week (M-F) and occasionally on weekends. Clinical education centers may be geographically dispersed and students are responsible for transportation to/from their assignments. Each student rotates through at least 6 different clinical education centers at some point in the program.

Distance from Central Campus (Blue Bell):

- Pottstown Memorial Medical Center: 22 miles
- Suburban Community Hospital: 3.5 miles
- Doylestown Hospital: 13 miles
- Abington Lansdale Hospital: 8.2 miles
- Oaks Radiology: 14 miles
- Boyertown Rehab and Imaging: 25 miles
- Einstein King of Prussia Imaging: 9.7 miles
- Einstein Collegeville Imaging: 13 miles
- PA Orthopedics - Malvern: 17 miles
- Coatesville VA Medical Center: 33 miles
- Rothman Institute – King of Prussia: 9.6 miles
- Rothman Institute- Limerick: 21 miles
- Phoenixville Hospital: 15.4 miles
- Premier Orthopedics – Pottstown: 22 miles
- Jefferson Outpatient Imaging – E.Norrton: 3.4 miles
- Jefferson Outpatient Imaging- Collegeville: 12 miles
- Children's Hospital King of Prussia: 12 miles

*There could potentially be acquisition of additional sites through the duration of the program*

Students in the Program spend 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 a 300 hour clinical course and is generally scheduled four days per week. One Saturday and the option for up to four evening rotations can be 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 300 hours per semester in their
clinical courses which are scheduled on Monday, Wednesday and Friday. 7.5 hours per
day which include 30 mins for lunch and a 15 min break. Clinical hours are generally
7:30am-3:00pm, 8:00am-3:30pm, 8:30-4:00; 9:00- 4:30pm depending on the clinical
education center assigned. Classroom work is scheduled for the remaining two days.

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 course, 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, 4th of July,
Labor Day, Thanksgiving including the day before and the day after, Christmas Eve,
Christmas, New Year’s Eve.

DIDACTIC OBLIGATIONS:

All classroom and laboratory coursework for the Radiography program takes place in the
Health Science Center, Blue Bell. Students are required to attend all classes and
laboratories in order to meet course and program goals. Students are assumed to be
completing 2 hours a week of outside study time per each credit hour (per the College’s
credit hour calculations in the college catalog)

Semester 1: RAD 100, RAD 102, and RAD 111= 9 credits (lecture and 2- 2 hour labs per
week)
Semester 2: RAD 105, RAD 113, and RAD 121= 8 credits (lecture and 2-2 hour labs per
week)
Semester 3: Clinical only
Semester 4: RAD 103 and RAD 221 = 7 credits (lecture and 1- 2 hour lab per week)
Semester 5: RAD 230 and RAD 250 = 3 credits (lecture only)

Please be advised that ALL general education courses must be completed prior to
graduation from the program and be taken prior to enrolling in the RAD Program or
concurrently.

Revised 2/18
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.
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.

II. Procedure
a. Students submit evidence of a Child Abuse History Clearance, Pennsylvania Criminal Record Check, and FBI Criminal History Background Check to 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 complete a Pennsylvania Child Abuse History Clearance application via: [https://www.compass.state.pa.us/cwis/public/home](https://www.compass.state.pa.us/cwis/public/home)
   ii. Print and submit the original Child Abuse History Clearance report to the Program Office where it will be placed in the student’s file.
   iii. Use School employee not governed by the Public School Code for Purpose of Certification.
   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 complete a Pennsylvania State Police Request for Criminal Record Check via: [https://epatch.state.pa.us](https://epatch.state.pa.us).
   ii. You must use either “Employment” or “Other” for reason for request.
   iii. Print and submit a copy of the certification from website to the identified Health Program 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 the specific Program office.

d. FBI Criminal History Background Check -
   i. The students will complete and submit an FBI Criminal History Background Check.
   ii. 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/](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.

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. There is no statute of limitations. For a description of Act 169 and criminal offenses that make a person ineligible for employment as a Health Care Provider refer to: http://www.dhs.pa.gov/cs/groups/webcontent/documents/document/p_011509.pdf.

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 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
   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 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 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.

Please note: if the clearances are not completed and the student not cleared, the students will not be permitted to attend clinical education. All time missed will NEED TO BE MADE UP AS DETAILED IN THE CLINICAL SYLLABI.

Please note: Drug Screens which come back as “dilute” must be repeated at the student’s expense and be cleared prior to attending clinical education. All missed time will NEED TO BE MADE UP AS DETAILED IN THE CLINICAL SYLLABI.
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 is 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. Scrub top and pants in Hunter Green
2. Clean, all-white, professional-looking leather 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 non-canvas, well-kept, closed-toe, quiet soles, and non-skid uniform shoes or athletic shoes. Shoe laces must be kept clean. Open back shoes such as clogs or “Crocs-like” shoes with open backs and perforated tops are not acceptable; “plastic” type shoes are also unacceptable. Material of shoes must provide a safe barrier from blood and body fluids. Remember, you will be on your feet most of the day and you will want supportive shoes.
3. Dosimetry Badge – will be distributed in the first few days of school
4. Radiographic Lead Markers – the information is on Castlebranch portal
5. Magnetic Name badge – to be ordered at the College Bookstore
6. 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.**

C. 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 or torn or soiled. Tattoos can be viewed as offensive by patients. **All tattoos must be concealed while in clinical education.**

D. Nails are to be trimmed short to avoid scratching or injury to the patient. Only **clear nail polish** is permitted. **Acrylic nails and tips are not permitted.** 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 clean and neatly arranged with no extremes of style or color. Long hair must be tied back in such a way that it will not cause contamination. Short hair should be neat and not falling in the face.

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.

Approved- August, 2003 Revised - 03/04; 08/05; 08/06; 02/07; 05/07; 3/09; 9/10; 3/11; 8/11; 4/12; 12/12; 1/13; 4/16, 5/17; 2/18; 3/18; 8/18
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.
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 Central 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 radiation monitor (Instadose badge) will be worn at all times during the laboratory sessions. Students found to be without their assigned badge will not participate in the laboratory session and will make up this work at the discretion of the instructor.**

2. **Under NO circumstances** will students radiate 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 the **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
EVENING ROTATION POLICY

**Purpose:** The evening shift rotation consisting of 1 week of second shift (3:00 PM – 11:00 PM) will be scheduled for students between the months of April and July each year. 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, skull and facial work, 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 3:00 PM to 11:00 PM with a ½ hour dinner break.

**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 Guidelines:** All college rules, dress codes, regulations and competency requirements that apply to regular daytime clinical experience apply to evening rotations.
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 interfere 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/about-us/policies/125, the rules and regulations of the Pennsylvania Board of Professional and Occupational Affairs http://www.dos.state.pa.us/portal/server.pt/community/bureau_of_professional_occupational_affairs/12483 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. The student will be immediately dismissed from the clinical setting if there is a reasonable suspicion of impaired performance and placed on probationary status. (Reasonable suspicion will include but not be limited to observations based on the items set forth therein: Slurred speech, incoordination; unsteady gait; drowsiness; impaired judgment, attention, memory or social function; irritability; paranoia; belligerence; euphoria; dilated or constricted pupils.) 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.

2. The clinical faculty will complete the College’s ACCIDENT/ILLNESS/INJURY form and submit it to the Program Director (copy) and Director of Public Safety (original).

3. The student will not be permitted back into the laboratory/clinical setting until the following have been met:
   a. The student is required to meet with Program Director or designee.
   b. The student will be referred to appropriate support services by the Program Director or designee.
   c. The Program Director 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.

4. An incident of impaired behavior may result in program dismissal.

C. 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.

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 1.7)

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 Federal Higher Education Act of 1965, 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  Allegation
4.4 direct supervision pre-competency 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 ; 5/15
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 strongly encouraged 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 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 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. 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 West Campus, contact the Coordinator of Disability Services in the Student Success Center at (610) 718-1853.

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Updated: April, 2008
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Updated: October, 2012 Updated: November 2013
Updated: January, 2015 for May, 2015 implementation
Updated: April, 2018
Updated: April 13, 2018
Updated: June 1, 2018
TECHNICAL PERFORMANCE STANDARDS

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/stretcher 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

FROM THE WEBSITE:

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.

**Applicants must possess sufficient strength, coordination and manual dexterity to:**

- transport, move, lift or transfer patients from a wheelchair or litter to an x-ray table or to a patient's bed;
- move, adjust and manipulate a variety of x-ray equipment with respect to the patient and image receptor according to established procedures and standards of speed and accuracy (to include mobile equipment) and;
- physically place patients in proper positions for x-ray examinations according to established procedures and standards of speed and accuracy.

**Applicants must be capable of:**

- handing stressful situations related to technical, procedural or patient care situations;
- communicating effectively in order to explain and direct patients as it pertains to their radiographic procedure;
- providing physical and emotional support to patients during procedures;
- physically responding to situations requiring first aid or emergency care of patients until more qualified help can arrive and;
- visually reviewing and evaluating radiographic images to identify shades of gray, proper patient positions, proper exposure factors and other appropriate technical qualities.

10/03; 3/2013; 6/17; 4/18
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. 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.

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.
Student Re-Entry Policy:

Students wishing to re-enter the program must register for RAD 100 which is offered in the fall semester only. There is no guarantee that a student may re-enter the program due to course and clinical student capacity.

As the American Registry of Radiologic Technologists requires that “candidates must have- **within the past three years**- successfully completed a program of formal education” in order to be eligible for certification, some re-entry candidates may be required to repeat all or some of their clinical and didactic requirements.

Students seeking re-entry should make an appointment with the Program Director prior to request.

Originated 4/16; Revised 2/18
RADIATION MONITORING POLICY

Each student in the Radiography Program will receive a radiation monitoring Instadose badge while enrolled in the program. The monitoring badge MUST be returned to the program before graduation. Any student who has not returned a monitoring badge will NOT be issued a diploma.

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.

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 in 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 the Mirion Corporation (Instadose parent company) at the student’s expense. A counseling form will be completed and the student may be placed on probation.

IMPORTANT: Radiation reports must be reviewed by individual students in consultation with program faculty. Students are required to read their badges once a month following an email reminder from a program official. Instadose radiation monitors may be read on any computer that has had the software downloaded. Since students are responsible for reading their own badge, it will be assumed that they have seen their monthly reading each and every month they are enrolled in the program. Students will have 4 days from the end of each month to properly read their Instadose badge. Point deductions in the clinical education course will result for students who do not read their badge in a timely manner. Please refer also to Clinical syllabi for further clarification.

Additional fees are charged by the company for lost Instadose badges and are forwarded to the student.

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)

All students will receive a copy of NRC Form 5 Equivalent Occupational Exposure Record for a Monitoring Period under the Provisions of 10CFR 19 and Title 25 of the Pennsylvania Code following the completion of the Program.
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 WILL NOT hold or support a patient during an exposure and must not ever hold or support an image receptor during exposure at any time while in this program.

3. 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.

4. 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.

5. 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.

6. If during fluoroscopic procedures and mobile exams the operator must remain in the patient’s room, the following will prevail:

   a. 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.

   b. Stand as far from the patient and tube as possible, consistent with the performance for the examination.

7. Radiation monitoring devices MUST be worn at all times when working with diagnostic imaging equipment. Instadose badges must be read once every four weeks or as designated by the program faculty, and can be read as often as a student wishes.

8. 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.**

9. 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.

10. 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).
REPEAT RADIOGRAPH POLICY
(JRCERT STANDARD 4.6)

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

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 radiographers initial’s 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 Program Directors office.

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

SUPERVISION POLICY
(JRCERT Standards 4.4 & 4.5)

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 patients requisition, observes the student during the procedure by being directly in the room with the student, and reviews all images for quality prior to the patient being discharged. (all procedures prior to clinical competency, repeats, portables and surgical procedures)

INDIRECT SUPERVISION- A registered radiographer review the patients requisition, assesses the patient, and remains in the immediate area (within shouting distance) 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)
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.
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 Instadose badges 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.
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 with a Mission Statement that reads, “Montgomery County Community College is committed to providing members of the College community with a safe and secure environment. As a part of that commitment, College staff will respond to and make every effort to mitigate the impact of any crisis involving our students, staff and visitors.” Students will find copies of “Your Guide To A Safe Campus” throughout the college campus.

**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 Directory 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.

Blank copies of the **ACCIDENT/INJURY/ILLNESS REPORT** can found in the Radiography Lab Manual in the Radiography Classroom on the bulletin board, or in the Directors office, Office 1702 HSC.
These and other college policies may be found at www.mc3.edu and on every course Blackboard shell.

Students are expected to review, understand, and follow all College Policies. The current academic-related policies are in the "Policies" tab on the top of the student’s Blackboard page or on the website under all College Policies: https://www.mc3.edu/about-mccc/policies-and-procedures

**Acceptable Use of Technology**

The College views technology and its use in instruction, in service delivery, in advising, in communications as a strategic asset. This value has positioned the College as one of the most technologically advanced community colleges in the country. The College’s commitment to academic freedom and appreciation for creating an environment of free inquiry extends to the electronic information environment. To ensure that the College's investment in technology promotes free inquiry, innovation, quality learning environments and the creative applications that advance the mission of the College, a strong policy infrastructure for technology use is important. 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. For more details on the policy, see https://www.mc3.edu/about-mccc/policies-and-procedures/acceptable-use-of-technology

**Student Academic Code of Ethics**

The College provides an environment that fosters critical thinking and judgment. Students adhere to an Academic Code of Ethics by refraining from participation in acts of academic dishonesty. For more details on the policy, see https://www.mc3.edu/about-mccc/policies-and-procedures/student-academic-code-of-ethics

**Student Code of Conduct**

The purpose of the Student Code of Conduct is to guide students to understand their responsibilities in regard to appropriate behavior and respect for others in the college community. The policy addresses classroom disruptions and removal from the classroom for behavioral issues. It also provides the standards for ensuring the College provides due process to students through the judicial process. The policy and procedure is found at https://www.mc3.edu/about-mccc/policies-and-procedures/student-code-of-conduct

**Services for Students**

**Services for Students with Disabilities**

Students with disabilities may be eligible for reasonable accommodations in this course. Please contact the Disability Services Center in College Hall 225 at 215-641-6575 to make an appointment to learn about eligibility and documentation guidelines. At the West Campus, contact the Coordinator of Disability Services in South Hall 147 (Student Success Center) at 610-718-1853. Services for Students with Disabilities Full Policy is located at https://www.mc3.edu/about-mccc/policies-and-procedures/students-with-disabilities
Tutorial Services

Tutorial Services is a FREE service that helps students develop learning strategies based on their unique learning styles with the goal of creating successful students and independent learners. Tutorial Services helps students achieve academic success by providing in person and online tutoring in course content and study skills. For questions and a full list of hours and services visit https://www.mc3.edu/choosing-montco/academic-support/tutoring or contact tutoring@mc3.edu.

Library Services

In addition to books and dvds, the College libraries provide outstanding online offerings, available 24/7 for current students, including: academic research databases, e-books, online journals, and streaming video. Help is available through online chat, in-person appointments, and at our service desks. The libraries also provide a peaceful place to study, use computers, and do research. To access the online library and for contact information, locations, and hours of operation, visit https://library.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 the Director of Student Retention and Success, in the Student Success Center, at csmith3@mc3.edu or 215-641-2803 for support.

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.

Excused Withdrawal

For Excused Withdrawal (“WEX”) due to medical, catastrophic or other circumstances beyond the student’s control, students can request excused withdrawal from a course during the semester after 75% of the course time with supporting documentation. Review of documentation for an Excused Withdrawal will occur by the Division Dean, Program Director or Instructor and a recommendation will be provided to the Provost’s Office. To view the policy go to https://www.mc3.edu/about-mccc/policies-and-procedures/comprehensive-grading-student-assessment

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 policy and procedure is available at https://www.mc3.edu/about-mccc/policies-and-procedures/student-withdrawal-for-military-deployment-or-reassignment
Registration Calendar

https://www.mc3.edu/admissions/dates-and-deadlines

Additionally, students in the Radiography Program should review all policies and procedures in the Radiography Program Handbook for other programmatic policies.

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 http://www.mc3.edu/component/content/article/89-about-us/policies/aa-3/113-grade-appeal

MIDTERM ACADEMIC PROGRESSION

At the midterm period of each semester/session, faculty will be required to enter into Web Advisor an indicator of student progress. An “S” will be entered if the student in making satisfactory academic progress and a “U” will be entered if the student is not making satisfactory academic progress.

SAFETY, SEXUAL ASSAULT and HARASSMENT PROTOCOL

Information may be located in the YOUR GUIDE TO A SAFE CAMPUS on the bulletin board in the Radiography Lab or on the College Website at http://www.mc3.edu/campus-life/safety

Sexual harassment differs from sexual assault in that no one is physically abused. Depending on the circumstances, examples of harassment include: repeated and unwanted romantic advances, discussions of a sexual nature, abusive language aimed at a particular sex, the telling of lewd jokes, or unwanted touching.

The College offers sexual assault victims emergency medical treatment and emotional support. Medical options, counseling service and police reporting procedures are listed in the sexual assault protocol.


Information regarding the college’s sexual assault protocol please refer to http://www.mc3.edu/images/pdf/safety/sexual%20assault%20procedures.pdf

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

Social Media: All students are expected to comply with the Social Media Procedures and Related College Polices described in the College’s Social Media Handbook located on the College website at https://mymccc.mc3.edu/allcampusresources/marketing/social-hb/Pages/policies.aspx

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 HIPPA 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. Academic dishonesty violates the educational process and undermines the accomplishments of fellow students, while potentially damaging the College’s reputation. Therefore, it is expected that students adhere to an academic code of ethics by refraining from any form of academic dishonesty.

The Academic Code of Ethics and other college policies, such as the Student Code of Conduct and Acceptable Use Policy, create an integrated ethics policy for the College.


STUDENT CODE OF CONDUCT POLICY

Purpose

Students are expected to treat all members of the college community with dignity, respect, fairness, and civility and to behave in a responsible manner at all times both in and outside of the classroom.

Montgomery County Community College has established and will maintain a fair, equitable, and timely procedure for addressing student disciplinary matters ensuring that the rights of the students, the College community, and the community-at-large are protected. The College has established a student Code of Conduct to describe behavior that is in violation of acceptable standards and the disciplinary procedures and sanctions for code violations.

Policy

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 protect members of the community from harm due to the indiscretions of the few members of the college community who fail to respect the rights of others;
4. To assure students due process when they have been charged with violating College rules and regulations.
The Code of Conduct can be found at:

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 COUNSELING SERVICES

Student counseling services are available at the West Campus and Central Campus.

STUDENT EDUCATION RECORDS

Montgomery County Community College accords all of the rights under the Family Educational Rights and Privacy Act (FERPA) of 1974 to its students. The College collects, maintains, secures and destroys records for the educational welfare and advancement of the students. Please refer to the College’s student handbook for the specific details of the policy.


STUDENT SUPPORT AND REFERRAL TEAM

The Student Support and Referral Team is aware that students face many challenges in and out of the classroom. SSRT is a free, confidential referral service available to all students. It involves a support team of counselors, faculty and staff who assist students dealing with issues such as emotional distress, stress, anxiety, eating disorders, abuse, depression, grief, potential violence and substance abuse. SSRT works to connect students with College and community resources and caring professionals. If students recognize they have concerns, they may contact SSRT directly for assistance, either by sending an email to a secure, confidential address, StudentReferral@mc3.edu, or by visiting the Student Success Center located in College Hall at the Blue Bell Campus or South Hall at the Pottstown Campus.

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:

http://www.mc3.edu/component/content/article/89-about-us/policies/aa-3/8504-transfer-credit

VETERANS

Student veterans may be eligible for benefits and services related to military service http://www.mc3.edu/campusLife/student-resources/veterans. At Central Campus, contact the Military and Veterans Affairs Advisor, in College Hall Room 259, call 215-619-7307 or e-mail veterans@mc3.edu to learn about education benefits and healthcare entitlements. Students at the West Campus call 215-619-7307 or e-mail veterans@mc3.edu for further information or to arrange a meeting with the advisor.

WITHDRAWAL FROM A COURSE

Students initiate the process for withdrawing from a course or courses. By submitting a Withdrawal form no later than the last day one week after midterm (week 8 of a 14 week standard semester, week 7 of a 12 week semester, week 6 of a 10 week semester, week 5 of a 8 week semester, week 4 of a 7 week semester, week 4 of a 6 week semester), a student may withdraw from and receive a "W" in the course. After this point, the student must submit a withdraw form signed by the faculty member teaching the
course the student wishes to withdraw from. The faculty member is under no obligation to sign a withdraw form after the officially posted College withdraw deadline.

Students must submit the signed Withdrawal form to the Office of Student Records and Registration Systems before the faculty member submits final grades. A “W” in that course will then be assigned to the student. Additionally, the Office of Student Records and Registration area will provide the Return to Title IV withdrawal policy to students who submit a complete withdrawal form, so the student will understand the implications on his federal financial aid when the student completely withdraws from the semester. Withdrawal forms submitted after final grades are posted will not be processed. If the faculty member chooses to allow a withdrawal after final grades are posted, the faculty member will need to complete a Change-of-Grade form to grant the withdrawal and it will be designated “WNG”.

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 the Director of Student Retention and Success, in the Student Success Center, at csmith3@mc3.edu or 215-641-2803 for support.
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.

The Grading Scale:

<table>
<thead>
<tr>
<th>Didactic/Classwork</th>
<th>Clinical Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>A  94-100</td>
<td>A  95-100</td>
</tr>
<tr>
<td>A- 93</td>
<td>A- 93-94</td>
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<tr>
<td>B+ 90-92</td>
<td>B+ 90-92</td>
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<tr>
<td>B  85-89</td>
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<tr>
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<td>C  75-79</td>
<td>C  80-82</td>
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<tr>
<td>D  70-74</td>
<td>D  70-79</td>
</tr>
<tr>
<td>F  0-69</td>
<td>F  0-69</td>
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</tbody>
</table>

If you receive less than a "C" in any RAD course, it is the policy of this program that you must withdraw from the program. In addition, you must achieve a “C” of better in all pre-requisite (BIO 131, BIO 132 and MATH 106, 100 or higher) courses that are a part of the Program of Study.

The College/Program Academic Calendar may be found online at the following location:

http://www.mc3.edu/academics/academic-calendar
ADVISORY COMMITTEE

To insure 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
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 September 1, 2016, regarding the placement of students in mammography clinical rotations to observe and/or perform breast imaging. (Additionally, the policy may be applied to any imaging procedures performed by professionals who are of the opposite gender of the patient.)

Under the revised policy, all students, male and female, will be offered the opportunity to participate in mammography clinical rotations. The program will make every effort to place a male student in a mammography clinical rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.

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 mammography clinical rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. 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, Programs & Faculty, Program Resources.
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. These suggestions will be documented and signed (by both the student and faculty) and placed in the student’s file. This may be in the form of an assignment, laboratory or clinical competency form, evaluation, counseling form, etc.

B. If the student does not conform to the informal suggestions made in step A above, a meeting will be held with the student and one or more academic/clinical faculty members. At this meeting, the following items must be decided:
   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.

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.

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 "C" or above in any Radiography (RAD) course.
   2. Cheating during examinations.
   3. The conviction and, or, known use of, distribution of, or possession of illegal drugs or controlled substances.
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 clinical education experiences. Students are not paid staff and will not be treated as such in any clinical education center. Students sign in and out using OnTheClock, a web based time system.

A clinical file will be kept at the clinical education center where you are rotating and will follow you each semester. Student files will be in a secured facility. A copy of your Master Clinical Competency Checklist, Emergency Contact Sheet, and check off list of the required program documents on file at the college will remain in this file throughout your education. All evaluations completed during your clinical education will be placed in this file and retained there until the end of each semester when they will be transferred to your college file and/or documented. Completed forms should be placed in the College provided locked box to ensure student confidentiality.

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

DEPENDABILITY

Dependability is essential in order that patients are given the highest quality of patient care that they deserve. Students must report promptly to clinical on assigned days. Absenteeism and tardiness develop undesirable traits that are unfortunately very difficult to change, and therefore, must be kept to a minimum. Students must also be dependable by remaining in their assigned area while in clinic and informing staff when they need to leave their assigned area for any length of time.

JOB PLACEMENT SERVICES
The program's educational director and clinical instructor's will assist you in seeking employment after graduation in the following ways:

1. assistance in preparing a job resume
2. counseling on proper procedure, dress, etc. for job interviews
3. make available names and addresses of prospective employers
4. assistance in arranging an interview
Radiography students are responsible for their own housing and meals.

There are 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.

**PROBLEMS**

We realize that problems may occur during your time in the program. 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 instructor 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 instructor 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:

1. MCCC Faculty Outstanding Student Award
2. Persistence Award
3. Clinical Excellence Award
4. JRCERT Certificate of Excellence
5. Radiography Professional Attitude Award
6. Radiography Peer Excellence Award
7. Radiography Leadership Award
8. Montgomery Health Technical Excellence Award
9. Montgomery Health Academic Excellence Award
STUDENT HEALTH SERVICES

Any student who becomes ill or is injured in the clinical area should report to their clinical instructor. The clinical instructor 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

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<tr>
<th>YEAR 1</th>
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<tbody>
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<td>Textbooks</td>
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<td>Uniforms and shoes</td>
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<td>Transportation to clinical education centers</td>
<td>Varies per location</td>
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<th>YEAR 2</th>
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<tbody>
<tr>
<td>Castlebranch</td>
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<tr>
<td>Physical, PPD, drug screen, yearly Flu vaccine**</td>
<td>$150.00+</td>
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<td>Liability Insurance (yearly)</td>
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<td>Varies per location</td>
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<tr>
<td>National Student/Educator Conference</td>
<td>Varies per location</td>
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</table>

** Depending upon individual medical insurance coverage
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
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 radiographs;
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 the Montgomery County Community College Guide for Students. All radiography students are encouraged to participate in the May graduation ceremonies.

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 A.R.R.T. 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, (A.R.R.T.), 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. Applications and books will be distributed during your last semester in the program. **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 six general patient care activities, 37 mandatory radiologic procedures and 15 elective radiologic procedures.  
[https://www.arrt.org/pdfs/Disciplines/Competency-Requirements/RAD-Competency-Requirements.pdf](https://www.arrt.org/pdfs/Disciplines/Competency-Requirements/RAD-Competency-Requirements.pdf)
FACULTY

You will come in contact with many faculty members throughout your time in the program. However, the faculty members for the majority of your education are:

1) Cheryl DiLanzo, M.S., R.T.(R)
   Radiography Program Director
   HSC 1702
   cdilanzo@mc3.edu
   610 718 1813

2) Dana Smith, M.S., R.T., (R)
   Assistant Professor and
   Full Time Radiography Faculty
   HSC 1752
   Dsmith3@mc3.edu
   215-619-7446

3) Beth Maynard, M.S., R.T. (R)
   Clinical Coordinator, 1st yr students –Senior Adjunct Faculty
   Appointments as need; HSC part-time office space
   bmaynard@mc3.edu
   484 529 5614

4) Danielle Walker, B.S., R.T. (R) (CT)
   Clinical Coordinator, 2nd yr. students – Adjunct
   Appointments as needed; HSC part-time office space
   dwalker@mc3.edu
   610 316 1847

ALL clinical instructors and administrator contact information can be found on pages 10 and 11 of this handbook.

Please note, the full JRCERT Standards of an Accredited Program are found on the RAD 100 Blackboard Shell and the acknowledgement must be uploaded to the CastleBranch portal.
ACCIDENT/INJURY/ILLNESS REPORT

NAME: _________________________________________________________
___ Male    ___ Female
Status: ___ Employee: FAC - SS - ADMIN  Area of Employment:

___ Student    ___ Other    ___ specify:

College ID #: ______________________________ Date of Birth:

Address:
____________________________________________

                        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
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)
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 instructor concerning possible reasons for overexposure.

   __________________________________________

4. Recommendations made by the clinical instructor to prevent future overexposure.

   __________________________________________

POSSIBLE REASONS AND RECOMMENDATIONS:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Signature of Student ______________________________________ DATE __________

Signature of Program Director ______________________________ DATE __________
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
ATTACHMENT E

Informational only! All students will acknowledge and sign on 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______________________________________________
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: _________________________________________________________

11/06, 3/11, 3/1

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ATTACHMENT G
Montgomery County Community College
Radiography Program
Handbook Quiz

Name: ___________________________________________
Date:________________________________________

Please answer the questions below and indicate the policy name and/or policy names that apply
to these questions.

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 in one of the department’s X-ray rooms, you notice
that the technologist who is working in the room before you left their left lead marker on
the upright bucky. You can’t find your own lead markers, so is it alright to just leave that
technologist’s marker in place and use it to mark the chest x-ray that you are performing?
**Explain your decision.**
6. **TRUE or FALSE:** You become pregnant while enrolled in the MCCC Radiography Program. You **must** report your pregnancy to the Program Director.

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 instructor or designee of your absence?

10. Once you have passed a competency evaluation, 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.