



Medical Imaging Department

RADIOLOGIC TECHNOLOGY

PROGRAM POLICY MANUAL

AND

CLINICAL EDUCATION MANUAL

2020-2021

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Welcome to the Prospective Student or the Incoming Student:

As a new student, or as you consider becoming one, we are here to assist you in becoming a highly competent Radiologic Technologist. To help you achieve this, we have created this manual to provide you with some basic guidelines and important information. The learning experiences you will encounter include those that are professional, clinical and academic and must be understood and adhered to according to the guidelines. You will be asked to sign a “Memorandum of Agreement” verifying that you have read the manual and agree to abide by the policies and procedures presented within.

The manual has been designed to be a supplement to other Trocaire College official documents, not as a replacement. All Radiologic Technology students are subject to the rules and regulations set forth by Trocaire College, the American Registry of Radiologic Technologists (ARRT) and the Joint Review Committee on Education in Radiologic Technology (JRCERT).

During your Radiologic Technology education, we encourage you to become involved in the Radiologic Technology Club as well as professional Radiologic Technology organizations and societies. The more involved you are, the more successful you will become in building workforce skills, challenging yourself, experiencing leadership roles and having fun.

This health care program is one that takes time and dedication on your part. Graduation does not guarantee passage of the national certification exam. The faculty and staff will collaborate to prepare you for a successful entry-level career. Numerous resources and tools are available to enhance and reinforce your learning experiences.

We are very proud of the Radiologic Technology program, its history and its reputation. We are especially proud of the students who have chosen to earn their imaging degrees at Trocaire and who have gone on to become well-received health professionals. Years of reported program efficacy data reflect the high caliber and hard work of the students who have come before you. It is our hope that at the end of your two-year commitment to learning, you will feel the same.

Best Regards,

Linda J. Kerwin CST, RN, Ed.D.
Dean of Allied Health and Professions

Jaime L. White, M.Ed., RT(R)(CT)(ARRT)
Medical Imaging Program Director

TROCAIRE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM POLICY MANUAL

About the Program Policy Manual

Trocaire College Radiologic Technology Program reserves the right to change the policies contained within this handbook from time to time. Notice is not required for a new policy to take effect; however, the program will notify students promptly of any policy changes through website or email postings, mail distributions, or other methods deemed appropriate by the college administration.

- ❖ All students will be bound by the policies described in the most recent edition of the Radiologic Technology Program Policy Manual, in addition to those described in the Trocaire College Catalog.
- ❖ Radiologic Technology students are bound by the additional policies that are described in this manual.
- ❖ All students engaged in school related activities at off-campus locations are bound by the policies, agreements or other stipulations set forth by the affiliate site.
- ❖ The Radiologic Technology Program and the College reserve the right to implement additional policies or to modify any of the policies stated herein if warranted, and will notify students in writing through website postings, College email, and/or the College Moodle site.



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TROCAIRE COLLEGE

RADIOLOGIC TECHNOLOGY PROGRAM

I. MISSION, PROGRAM OUTCOMES, PROFESSION RESPONSIBILITIES AND PROGRAM STANDARDS

Mission Statement - Trocaire College

Trocaire College, a private career-oriented Catholic college in the spirit of the Sisters of Mercy, strives to empower students toward personal enrichment, dignity, and self-worth through education in a variety of professions and in the liberal arts. Recognizing the individual needs of a diverse student body, Trocaire College provides life learning and development within a community-based environment. Trocaire College prepares students for service in the universal community.

Vision Statement - Trocaire College

Trocaire is the College where lives are transformed. Our graduates will be employees of choice in career-oriented professions.

Mission Statement - Radiologic Technology Program

Grounded in Mercy and service to community, the Radiologic Technology Program at Trocaire College provides students with the theoretical foundation, laboratory skills, and clinical experiences that enable them to become compassionate and competent entry level radiologic technologists. Adhering to the positive characteristics and ethics of the profession, Trocaire College students graduate with a dedication to self and others, delivering quality care to culturally diverse patients while continually striving to improve their knowledge of the field. The program embraces the mission and the operating principles of Trocaire College in presenting a comprehensive education to its students.

Program Learning Outcomes

Outcome 1:

At the end of the program, the student will demonstrate entry-level clinical competence.

- The student will produce diagnostic images
- The student will identify radiation safety measures
- The student will utilize appropriate medical terminology

Outcome 2:

At the end of the program, the students will provide competent and compassionate healthcare to culturally diverse populations.

- The student will demonstrate oral and written communication skills
- The student will describe how one's own culture influences healthcare and perspective

Outcome 3:

At the end of the program, the students will employ critical thinking and problem solving skills necessary to practice within the radiology profession.

- The student will analyze images for diagnostic quality and correct for non-diagnostic appearance
- The student will revise procedure protocol for non-routine (trauma) procedures

Outcome 4:

At the end of the program, the students will demonstrate professional behaviors.

- The student will practice the Code of Ethics as set forth by the ARRT
- The student will identify key professional organizations
- The student will understand the need for and create a professional development plan

Program Assessment Method

Assessment of the program mission and goals will be determined by didactic student learning outcomes, clinical competency, and program effectiveness data. Assessment is conducted on an continuing basis and results will be shared via the program website, department meetings, and advisory committee meetings.

Description of the Profession

Radiologic Technologists use complex radiographic equipment to perform a variety of studies. Responsibilities include, but are not limited to: patient interviews, instruction, and preparation; quality control testing; execution of patient imaging procedures; computer image acquisition and image enhancement; and, patient preparation for various procedures. A radiologic technologist must demonstrate knowledge and understanding of pathology and pathophysiology in different disease states. A radiologic technologist must have an understanding of radiographic physics and instrumentation. The radiologic technologist must exhibit professionalism in the performance of these duties, demonstrate an empathetic and instructional approach to patient care, and maintain confidentiality of information as required. Professional growth and development is achieved through participation in medical and technical education and research to enhance the quality of patient care.

Basic Responsibilities of a Radiologic Technologist

1. A radiologic technologist (radiographer) uses critical thinking skills and independent judgement to obtain a diagnostic imaging study while maintaining quality patient care and minimizing radiation exposure.
2. Radiologic technologists take images of the human body for assisting in diagnosis of medical issues.
3. Radiologic technologists prepare patients for radiographic examinations by explaining the procedure and positioning patients so that the parts of the body can be appropriately radiographed.
4. To prevent unnecessary exposure to radiation, radiologic technologists utilize radiation protection devices such as lead shields and limit the size of the x-ray beam.
5. Radiologic technologists position radiographic equipment at the correct height and angle over the appropriate area of the patient's body and set controls on the imaging equipment to produce radiographs of the appropriate density, detail and contrast.
6. Radiologic technologists use image receptors to produce radiographs that are processed using a computerized acquisition system.
7. Radiologic technologists analyze the images for diagnostic quality and anatomical details.
8. Radiologic technologists consult with physicians, surgeons and other health specialists.
9. Radiologic technologists must follow orders precisely and conform to hospital protocols and standardized regulations concerning the use of radiation to protect themselves, their patients and their coworkers from unnecessary radiation exposure.
10. Additionally, radiographers may keep electronic patient records, prepare work schedules, evaluate purchases of equipment, manage a radiology department and monitor safety and quality.

Upon successful completion of the Trocaire College Radiologic Technology Program, the graduate should be able to demonstrate entry level competencies in the above areas of the professional practice.

Availability of Program Standards

In order to be an approved and accredited program in Radiography, Trocaire College must meet the "Standards for an Accredited Educational Program in Radiologic Sciences" published by the Joint Review Committee in Education of Radiologic Technology (JRCERT). The "Standards" present the minimum accreditation criteria for an educational program and include all of the requirements for which the program is held accountable. The JRCERT Standards are available on line at www.jrcert.org.

The contact information for the JRCERT is:

Joint Review Committee on Education in Radiologic Technology

20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone: (312) 704-5300
Fax: (312) 704-5304

II. CODE OF ETHICS OF THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS

“The Code of Ethics forms the first part of the *Standards of Ethics*. The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues and other members of the healthcare team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety and comfort of patients. The Code of Ethics is aspirational”. -ARRT

Principle 1. The Radiologic Technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.

Principle 2. The Radiologic Technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.

Principle 3. The Radiologic Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, Veteran status, age, or any other legally protected basis.

Principle 4. The Radiologic Technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.

Principle 5. The Radiologic Technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.

Principle 6. The Radiologic Technologist acts an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

Principle 7. The Radiologic Technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the healthcare team.

Principle 8. The Radiologic Technologist practices ethical conduct appropriate to the profession and protects the patient’s right to quality radiologic technology care.

Principle 9. The Radiologic Technologist respects confidences entrusted in the course of professional practice, respects the patient’s right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

Principle 10. The Radiologic Technologist continually strives to improve knowledge and skills by

participating in continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.

Principle 11. The Radiologic Technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

The above Code of Ethics and Principles are a direct access from the ARRT website. Additional information is available at www.arrt.org

III. PROGRAM OVERVIEW

RADIOLOGIC TECHNOLOGY - A.A.S.

The Radiologic Technology program prepares the graduate to assume the duties and responsibilities of a Diagnostic Radiographer with confidence and ability. The Radiologic Technologist, as a skilled professional and as a member of the health care team, exercises independent judgment and discretion in technical radiographic procedures.

The Diagnostic Radiography course is a two year program with lecture and laboratory components provided at the College. Related clinical experience is obtained at area hospitals or healthcare agencies affiliated with Trocaire. In addition to basic entry level skills, the student also has the opportunity to observe the latest advanced imaging modalities. Cardio-Pulmonary Resuscitation Certification (CPR) is required for all students before beginning the clinical component in Semester I of the Radiologic Technology Program. Transportation to and from the College and/or the clinical affiliates is the responsibility of the individual student. Clinical site assignment is done in a non-discriminatory manner and is solely determined by the program.

The Radiologic Technology Program is accredited by the JRCERT (Joint Review Committee on Education in Radiologic Technology). Upon completion of the academic and clinical requirements, the graduate receives an Associate in Applied Science degree (A.A.S.), and is eligible to take the national credentialing examination for the American Registry of Radiologic Technologists (ARRT).

When a Radiologic Technology student completes an application for the ARRT registry exam, they will be asked about convictions of a crime and pending charges. These questions will also appear on the application form needed to acquire a New York State Radiographer's License to practice. If the answers are in the affirmative, particulars and disposition of each charge must be listed. A conviction is not an automatic bar to licensure and registry; however, each case is considered and investigated on its individual merits. Please make a concerted effort to contact the ARRT (www.ARRT.org) as soon as possible to inquire as to the process for filing an appeal to have any criminal history (other than parking and speeding violations not involving drugs or alcohol) reviewed by the ARRT Ethics Committee. Documentation will be required confirming restitution of fines and/or other information. Delaying this process could potentially keep a student from participating in the clinical aspect of the Program, and from sitting for the Registry Exam through the ARRT.

Some clinical facilities require the student to complete a background check. When this is the case the cost of the background check will be the responsibility of the student. Depending on the results of the background check, the clinical facility may or may not accept the student at the facility for clinical. If this is the case, the program will make every attempt to place the student at an alternate clinical site.

IV. CREDIT HOUR ASSIGNMENT POLICY

All semester / credit hours awarded by Trocaire will conform to the federal and state definitions. These guidelines are also in compliance with policies set forth by the Middle States Commission on Higher

Education.

Trocaire College generally follows a semester system with fall and spring semesters consisting of a minimum of 15 weeks, which includes one week for exams. Summer terms are typically less than 15 weeks but adhere to the policy in terms of meeting time and the amount of work required. Terms for certain academic programs (for example, compressed schedules) have been adjusted but nonetheless adhere to the policy in terms of the amount of work required.

The faculty and program administrators are responsible for developing, maintaining and evaluating the curriculum within an academic program, although the Board of Trustees or their representative retain final control and approval of the curriculum. Assignment of credit hours for courses is determined within the program based on faculty expertise and course learning objectives. Existing courses will be evaluated for adherence to the federal credit hour regulation using an annual audit. New courses will, upon review and approval at the program level, be reviewed by the Academic Policy and Curriculum Committee (APCC) and recommended for approval or denial.

The APCC is charged with following the policy on credit hours in their review and approval of all courses and curricula and for certifying that the expected student learning for the course meets the credit hour standard.

Approved courses are sent to the Registrar's Office for inclusion in the College Catalog. The Registrar's Office reviews the class schedules prior to the start of each semester to ensure that all classes are scheduled for the minimum number of minutes corresponding to the credits assigned, or otherwise notes when course schedules do not match assigned credit hours. Any discrepancies are brought to the attention of the appropriate department for correction or explanation.

The following provides general guidance on the how the credit hour translates to the particular instruction method. Note, however, that the credit-hour definition does not dictate particular amounts of classroom time versus out-of-class student work – the information below serves as general guidance only.

Lecture and Seminar: Courses with multiple students which meet to engage in various forms of group instruction under the direct supervision of a faculty member. The minimum contact time (that is, direct instructor-led time) per credit per week is typically one (50 minute) hour for each credit (1:1 ratio of contact time to credits, per week). In addition, students are assigned two (50 minute) hours of outside work for each credit, per week. Examples of the minimal amounts for each activity on a per credit basis are displayed in the table below, using a traditional 15-week semester as the base:

Lectures and Seminars: Classroom / Faculty Instruction and Outside Student Work					
Credits awarded	Minimum contact time per week	Minimum instructional time Total for 15 Weeks (Contact time X Weeks)	Minimum Out of Class Student Work per week	Minimum Out of Class Student Work Total for 15 Weeks (Outside Work X Weeks)	Total of instructional contact time and out of class student work
1	50 contact minutes	750 contact minutes	100 minutes	1500 minutes	2250 minutes (37.5 hours)
2	100 contact minutes	1500 contact minutes	200 minutes	3000 minutes	4500 minutes (75.0 hours)

3	150 contact minutes	2250 contact minutes	300 minutes	4500 minutes	6750 minutes (112.5 hours)
4	200 contact minutes	3000 contact minutes	400 minutes	6000 minutes	9000 minutes (150 hours)

Laboratory: Courses with a focus on experiential learning under the direct supervision of a faculty member wherein the student performs substantive work in a laboratory setting. The minimum instructor contact time per credit is typically twice that of a lecture (2:1 ratio of contact time to credits, per week)

Laboratory: Classroom / Faculty Instruction and Outside Student Work					
Credits awarded	Minimum contact time per week	Minimum instructional time Total for 15 Weeks (Contact time X Weeks)	Minimum Out of Class Student Work per week	Minimum Out of Class Student Work Total for 15 Weeks (Outside Work X Weeks)	Total of instructional contact time and out of class student work
1	100 contact minutes	1500 contact minutes	50 minutes	750 minutes	2250 minutes (37.5 hours)
2	200 contact minutes	3000 contact minutes	100 minutes	1500 minutes	4500 minutes (75.0 hours)
3	300 contact minutes	4500 contact minutes	150 minutes	2250 minutes	6750 minutes (112.5 hours)
4	400 contact minutes	6000 contact minutes	200 minutes	3000 minutes	9000 minutes (150 hours)

Clinicals: Courses with a focus on experiential learning under the direct supervision of a faculty member wherein the student performs substantive work in a clinical setting. The minimum contact time per credit is typically three times that of a lecture (3:1 ratio of contact hours to credits), depending upon the amount of outside work assigned.

Clinicals: Classroom / Faculty Instruction and Outside Student Work					
Credits awarded	Minimum contact time per week	Minimum instructional time Total for 15 Weeks (Contact time X Weeks)	Minimum Out of Class Student Work per week	Minimum Out of Class Student Work Total for 15 Weeks (Outside Work X Weeks)	Total of instructional contact time and out of class student work

1	150 contact minutes	2250 contact minutes	0 minutes	0 minutes	2250 minutes (37.5 hours)
2	300 contact minutes	4500 contact minutes	0 minutes	0 minutes	4500 minutes (75.0 hours)
3	450 contact minutes	6750 contact minutes	0 minutes	0 minutes	6750 minutes (112.5 hours)
4	600 contact minutes	9000 contact minutes	0 minutes	0 minutes	9000 minutes (150 hours)

V. COURSE DESCRIPTIONS

Semester I, Fall

*BIO 130/130L

Must be taken prior to or concurrently with RT Semester I coursework.

RT101 Image Acquisition and Evaluation (3)

This course begins with the basics of conventional imaging and x-ray tube construction. Students then examine exposure factors and investigate various image factors and their effects on image quality. Students study image quality, learn technique selection and the use of automatic exposure control and technique charts. Mathematical formulas are utilized for technique compensation. BIO130/BIO 130L must be taken prior to or concurrently with RT101. Open only to majors in Radiologic Technology program.

RT102 Radiographic Procedures I (2)

This lecture component course begins with an introduction to the specific nomenclature, as well as underlying principles of radiographic positioning. Routine and advanced positioning studies, correlated with anatomy of the upper and lower extremities, chest, abdomen, thorax and the urinary and digestive systems are presented. BIO130/BIO 130L must be taken prior to or concurrently with RT102. Open only to majors in Radiologic Technology program.

RT102L Applied Radiographic Procedures I (Lab) (1)

The College laboratory component of Radiographic Procedures I contains anatomy and positioning applications, as well as image critique sessions. A competency-based system of evaluation is utilized. Two laboratory hours. BIO130/BIO 130L must be taken prior to or concurrently with RT102L. Open only to majors in Radiologic Technology program.

RT103 Patient Care and Management (2)

This course is designed to assist the student to develop both general and specific interactive skills in patient care. It focuses on record maintenance, and administrative procedures, ethics and medico-legal issues, patient safety and transfers, vital signs, emergency situations, infection control, oxygen delivery, and monitoring of medical equipment. Also included are units on pharmacology, drug administration, and contrast media. BIO130/BIO 130L must be taken prior to or concurrently with RT103. Open only to majors in Radiologic Technology program.

RT104 Clinical Education I (2)

This course requires practical clinical application of knowledge and skills, and involves clinical experiences in general radiographic areas and contrast studies. It is taken concurrently with the didactic components of the semester, and is provided at the College's clinical affiliates. A competency - based system of evaluations is utilized. Ten to fourteen clinical hours per week. BIO130/BIO 130L

must be taken prior to or concurrently with RT104. Open only to majors in Radiologic Technology program.

Semester II, Spring

Prerequisites: Radiologic Technology - Semester I (RT101, RT102/102L, RT103, RT104) and BIO130/130L all with a grade of "C" or better.

BIO131/131L

Must be taken prior to or concurrently with RT Semester II coursework

RT110 Digital Image Acquisition & Display (3)

This course imparts an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, processing, display, archiving and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented.

Prerequisites: RT101, RT102, RT102L, RT103, RT104, and BIO130/130L with grades of "C" or better. BIO131/131L must be taken prior to or concurrently with RT110.

RT106 Radiographic Procedures II (2)

This course focuses on radiographic anatomy and technical positioning components of the lower vertebral column, thorax, contrast exams of the upper and lower gastrointestinal tract and cranial examinations.

Prerequisites: RT101, RT102, RT102L, RT103, RT104, and BIO130/130L with grades of "C" or better. BIO131/131L must be taken prior to or concurrently with RT106.

RT106L Applied Radiographic Procedures II (Lab) (1)

The College laboratory component of Radiographic Procedures II contains anatomy and positioning applications of the lower vertebral column, thorax, contrast exams of the upper and lower gastrointestinal tract and cranial examination, correlating with image critique sessions. A competency-based system of evaluation is utilized. Prerequisites: RT101, RT102, RT102L, RT103, RT104, and BIO130/130L with grades of "C" or better. BIO131/131L must be taken prior to or concurrently with RT106L.

RT108 Clinical Education II (2)

In this semester, clinical experiences are provided in general radiographic areas and contrast studies to include radiography of the skull and spinal column. It is taken concurrently with the didactic components of the semester and is provided at the College's clinical affiliates. A competency - based system of evaluation is utilized. Ten to fourteen clinical hours per week. Prerequisites: RT101, RT102, RT102L, RT103, RT104, and BIO130/130L with grades of "C" or better. BIO131/131L must be taken prior to or concurrently with RT108.

Semester III, Summer Session (one)

*Prerequisites: Radiologic Technology - Semester II (RT110, 106, 106L, 108) and BIO131/131L with a grade of a "C" or better.

RT109 Clinical Education III (6)

In the first summer clinical component, the student continues to gain experience in general radiographic and contrast studies, as well as portable and surgical radiography. Experiences are provided at the College's clinical affiliates. A competency-based system of evaluation continues to be utilized. Maximum of thirty six hours, four days a week, for a total of a five week rotation.

Prerequisites: RT110, RT106, RT106L, RT108 and BIO131/131L with grades of "C" or better.

Semester IV, Fall

*Prerequisites: Radiologic Technology III – Semester III RT109 with a grade of a “C” or better.

RT202 Radiation Physics and Protection (3)

This course explores the interactions between radiation and matter, the electromagnetic spectrum, and related radiation concepts. Students learn about radiation detection and monitoring and the appropriate units of measurement. All aspects of radiation protection and dose reduction for patients and occupational radiation workers are explained. Prerequisite: RT109 with a grade of “C” or better.

RT203 Applied Radiologic Pathology (3)

This course provides the student with investigation into the basic principles of radiographic pathology. The student will research a pathologic condition and place emphasis on the disease/injury process, the radiographic appearance and treatment. Normal anatomy and physiology is reviewed and compared with pathologic abnormalities. There is a focus on the changes which occur as a result of disease and injury which necessitates alteration of standard radiographic exposure applications. Prerequisite: RT109 with a grade of “C” or better.

RT212 Sectional Anatomy for the Radiographer (1)

This course is designed to provide the Radiologic Technology student with an introductory overview of human anatomy, viewed in body sections, as it relates to imaging. Anatomical structures are viewed in the axial, coronal, and sagittal planes. Emphasis is placed on the head, neck, thorax, abdomen, pelvis, and overview of the extremities. Prerequisite: RT109 with a grade of “C” or better.

RT205 Clinical Education IV (2)

In the second year, students continue to gain general radiographic experiences, as well as begin experiences with special procedures, the emergency room, and other imaging areas. These areas may include CT (computerized tomography), MRI (magnetic resonance imaging), and Sonography. All experiences are offered at the College’s clinical affiliates. A competency-based system of evaluation continues to be utilized. Fourteen to sixteen clinical hours per week. Prerequisite: RT109 with a grade of “C” or better.

Semester V, Spring

*Prerequisites: Radiologic Technology IV – Semester IV (RT202, 203, 205, 212) with a grade of “C” or better.

RT201 Equipment Operation and Maintenance I (3)

This course covers basic electrical and mechanical examples as applicable to the structure and operation of radiologic equipment. Radiographic generating equipment, image intensification, quality management and discussion on digital imaging topics as related to digital radiographic equipment and PACS are included. Prerequisite: RT202, RT203, RT205, RT212 with a grade of “C” or better.

RT207 Radiation Biology (2)

This course explores radiation effects on living things. Pertinent research and historical incidences of radiation on normal cell biology are outlined and factors influencing radiosensitivity and molecular and cellular response are explained. Radiation effects are divided into early and late effects, and students further define as deterministic and/or stochastic(probabilistic). The effects of radiation on tissue, organs, and whole body systems are presented with in-utero and genetic effects. Prerequisite: RT202, RT203, RT 205, RT 212 with a grade of “C” or better.

RT209 Advanced Topics for the Radiographer (2)

This course offers the student a variety of integrated topics such as: advanced positioning methods, special procedures, interventional radiography and computerized tomography (CT). Career development engages the student with resume preparation and mock interviewing. The student

technologist will be prepared to contribute to the diagnostic imaging team upon completion of this course. Prerequisite: RT202, RT203, RT205, RT212 with a grade of “C” or better.

RT210 Clinical Education V (2)

Specialty clinical experiences continue as the students demonstrate applications of knowledge and skill. This course is taken concurrently with the didactic components of the semester and is provided at the College’s clinical affiliates. A competency - based system of evaluation continues to be utilized. Fourteen to sixteen clinical hours per week. Prerequisite: RT202, RT203, RT205, RT212 with a grade of “C” or better.

Semester VI, Summer Session (two)

*Prerequisites: Radiologic Technology - Semester V (RT201, 207, 209, 210) with a grade of “C” or better.

RT211 Clinical Education VI (6)

Clinical experience involving general radiography, contrast studies, portable radiography, surgery, and specialty examinations. In addition, the student is provided review opportunities for the American Registry of Radiologic Technology Radiography (R) examination. Maximum of forty hours five days per week for a total of five weeks. Prerequisites: RT201, RT207, RT209, RT210, with a grade of “C” or better.

VI. STUDENT/FACULTY EXPECTATIONS

Faculty members are here to assist the student in acquiring radiologic knowledge and techniques to meet our combined goals. However, it is expected that students will make the decision to learn, as well as to have strong motivation to succeed. In order to work together successfully, students and faculty need mutual expectations.

Students may expect the following from the faculty:

1. Lectures designed to emphasize important information
2. Faculty to function as role models and mentors
3. Clinical experiences allowing the application of theoretical knowledge to practice with appropriate supervision
4. Assignments that are designed to meet classroom objectives and clinical competencies
5. Assignments that are returned at an agreed upon time
6. Classes and laboratories that begin and end on time
7. Office hours observed as stated
8. Clinical observation to include advanced imaging applications in updated modalities within the field

Students are expected to:

1. Be informed of and adhere to College wide and Program specific policies and procedures, including but not limited to academics, financial aid, student services, student conduct, discipline, alcohol, drugs, the health program, AIDS & HIV, sexual assaults, smoking, release of student records, Family Rights (FERPA), cheating, and plagiarism.
2. Report to classes and laboratories on time and be prepared to learn
3. Read assignments and objectives prior to classes and laboratories
4. Submit any written assignments on time
5. Report to clinical education center on time, in proper attire according to Dress Code, and be prepared to provide safe, effective care
6. Treat each patient with dignity and respect
7. Adhere to clinical instructors’ directives, in all aspects of patient care
8. Maintain confidentiality regarding patient information, which includes strict adherence to HIPAA Guidelines.

9. Seek appropriate guidance by contacting instructors for an appointment, to be held during the instructor's scheduled office hours.
10. Make and keep scheduled appointments
11. Complete clinical competencies within the required period of time
12. Check the appropriate bulletin board(s) and Trajecsyst for current information
13. Read and initial the personnel monitor report(s) posted on the RT bulletin board
14. Email is considered the College's official means of communication, therefore, students are expected to check their email messages on a consistent basis. Any difficulties or issues that you may experience with Trocaire email should be immediately addressed by contacting the Trocaire IT Department at: (716-827-4332)

Student-Faculty Appointments

Students may make appointments to see faculty members during scheduled office hours or at other pre-arranged times. Office hours will be found posted on individual office doors and in the course syllabus. Faculty may also be contacted by leaving a message via voice mail or e-mail.

VII. CHANNELS OF COMMUNICATION - RADIOLOGIC TECHNOLOGY DEPARTMENT ORGANIZATION

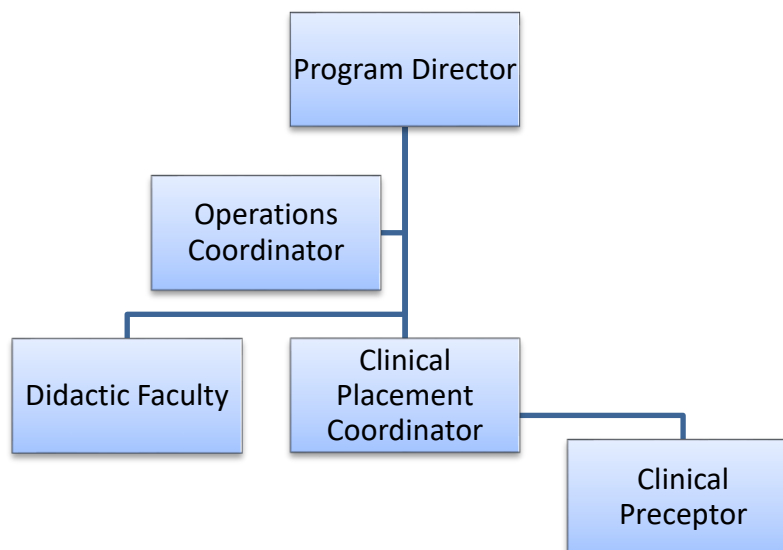
Channels of Communication

STEP I - Faculty member directly involved: (professor, advisor, adjunct and/or or clinical instructor)

STEP II – If matter is of clinical nature – Clinical Placement Coordinator
Mrs. Sarah Leuthe

STEP III – Program Director
Ms. Jaime White

STEP IV – Dean of Allied Health and Professions
Dr. Linda Kerwin



A. Delineation of Responsibilities

The Program Director is responsible for the management and overall success of the Radiologic Technology Program, including meeting and maintaining accreditation standards set by JRCERT. Duties of the program director consist of curriculum development and evaluation, student recruitment and retention efforts, program and course level outcomes assessment, and student performance and engagement assurance.

The Clinical Placement Coordinator will carry out responsibilities that ensure high-quality, well-coordinated student clinical experiences. This individual oversees all clinical operations and activities, works closely with clinical affiliates, and manages all clinical assignments. The Clinical Placement Coordinator is also responsible for the implementation and instruction of the 5 week Intro to Clinic module that occurs during the first semester of the first year.

Didactic faculty are those instructors responsible for the classroom and laboratory instruction, to include lectures, Moodle lessons, and hands on instruction in the RT lab on campus. These instructors plan, develop, and manage courses within the program, under the direction of the Program Director. Faculty also act as academic advisors to students in the second year of the program.

Clinical Preceptors, also called Clinical Instructors, oversee the clinical educational experience students engage in at the clinical site. They conduct evaluations of student performance, assist students with examinations, complete procedure competencies, and generally supervise all on-site clinical activities. Clinical Preceptors maintain close communication with the Clinical Placement Coordinator.

VIII. COURSE AND INSTRUCTIONAL EVALUATION

Evaluation of Radiology courses - At the end of every semester, students are asked to constructively evaluate the instructor(s) and courses they have completed. The purpose of the evaluation is to appraise the course in an objective manner and to offer constructive suggestions. This is done on-line via the Trocaire website and includes a rating scale and an opportunity to write comments. Evaluation forms are reviewed by the faculty and administration. Students will also be asked to rate clinical instructors. Students' evaluations are used by faculty members for self-growth and improvement in their individual teaching responsibilities, as well as program improvement. In addition to students, faculty members are evaluated by peers, administrators and themselves. The process of evaluation is intended to facilitate growth and/or modifications that would be beneficial to students and the Program.

Exit interviews will be conducted independently with each graduate upon completion of the Radiography Program. Students will meet with the Program Director and the Clinical Placement Coordinator at a pre-arranged time. At this time (if all student/program/college requirements have been met), students will be asked to complete an Exit Survey and to share plans for their professional future. If all student/program/college requirements have not been met, arrangements will be made with the Clinical Placement Coordinator and Program Director for the student to complete all outstanding requirements and then an exit interview will be conducted by pre-arranged appointment time.

IX. STUDENT INCIDENTS/INJURIES

A student must immediately report incidents to an instructor and the appropriate facility personnel. When an incident occurs at a clinical site, (i.e. student injury or patient/client-related mishap), the appropriate facility and College forms must be completed and submitted to the CPC (See Forms Manual). A student who sustains personal injury must report the incident to the Trocaire Wellness Office for completion of necessary paperwork. This should be done as soon as possible after the occurrence of the incident.

X. PROGRAM POLICIES

A. Health Policies

In order to participate in the Radiography Program, students must be in good health, free from communicable diseases and be physically and emotionally capable of performing all of the required responsibilities of clinical experiences and meeting program objectives (See List of Technical Standards). Additionally, students must meet the health requirements of affiliated sites in accordance with clinical affiliate agreements and/or clinical affiliate policies. Students are expected to provide a safe level of patient care and must understand that the welfare of the patient supersedes the special needs of the student.

A health report consisting of a medical history, immunization records and a physical examination is required of each student accepted to the program. The health report "shall be of sufficient scope to ensure that no person shall assume his/her duties unless he/she is free from a health impairment which is of potential risk to patients or personnel or which might interfere with the performance of his/her duties, including the habituation or addiction to depressants, stimulants, narcotics, alcohol or other drugs or substances which may alter the individual's behavior." (New York State Department of Health Code 405.3 [b] [10]). Health requirements are listed in the table below and due date requirements will be distributed by the Program.

Students are required to submit and maintain compliance of the following: Health requirements are listed in the following table and due date requirements will be distributed by the Program.

<i>Health Record Requirement</i>	<i>Requirement Information</i>	<i>Compliance Time Line</i>
Physical Exam – in previous 12 months	<ul style="list-style-type: none"> • New or copy of a recent exam 	Annually
TB (PPD) skin test - in previous 12 months	<ul style="list-style-type: none"> • New test is required yearly • A recent copy from your employer is acceptable • If any previous test was positive, list test type, treatment dates and latest x-ray date/result, include copy of x-ray report 	Annually
Measles/Mumps/Rubella (MMR) - one option must be met	<ul style="list-style-type: none"> • Two doses after 12 months of age OR • Measles (Rubeola) two immunizations after 12 months OR blood titer documenting immunity AND Rubella (German Measles) one immunization after 12 months of age OR blood titer documenting immunity 	One time
Varicella (Chickenpox or Shingles) - one option must be met	<ul style="list-style-type: none"> • Two doses of immunizations OR • Blood titer documenting immunity OR • History of disease and disease date if born before 1980 	One time
Hepatitis B - one option must be met	<ul style="list-style-type: none"> • Vaccine – series of three and dates OR • Positive Hepatitis B Antibody Test and date OR • Signed OSHA declination form 	One time
Tetanus Pertussis-Diphtheria (TDAP)	<ul style="list-style-type: none"> • Vaccine series as a child AND • Tetanus-Diphtheria booster less than 10 years ago 	One time and Every 10 years

Influenza (Flu shot)	<ul style="list-style-type: none"> Immunization for current flu season OR Signed declination waiver and mask compliance per site protocol 	Annually – due by 9/15 of every year
CPR/BLS for the Healthcare Provider Certification – in previous 24 months	<ul style="list-style-type: none"> American Heart Association Provider Level <p><i>Online only courses are not accepted!</i></p>	Every 2 years
HIPAA – within 12 months	<ul style="list-style-type: none"> Located on Trocaire Library Home Page 	Annually

Students must have submitted proper documentation of all required health information or provide a documented statement of medical/religious exemption prior to the commencement of classes, clinical and/or continuation in the Program. Yearly health physical, TB tests, flu vaccines, and HIPAA are required. Students not meeting these requirements will not be permitted to participate in classes, clinics or laboratory experiences. Should a student elect **NOT** to be vaccinated against the flu he/she must sign the “Declination of Influenza Vaccination for Health Care Personnel” form (See Forms Manual) and will need to wear a surgical mask at all times during clinical rotations. The student is expected to be responsible for remaining compliant with updates of all required immunizations test results, medical clearance forms, and annual health assessments. Failure to do so will result in suspension of clinical experiences, and in some cases suspension from class attendance and possibly, the Program. Be advised that Trocaire College must provide student health information to clinical agencies as required by New York State Department of Health regulations and legal contracts with affiliating agencies. Students are advised that the College and the clinical agencies associated with the Medical Imaging Programs will rely upon the health information supplied by the student. Any student who withholds or knowingly submits incorrect/inaccurate health information shall be subject to disciplinary action. (See the College Catalog)

B. Drug and Alcohol Policy

Substance abuse is a major health problem throughout the United States and Trocaire College is committed to establishing a drug- and alcohol-free environment. Trocaire College Policy #604 addresses drug and/or alcohol use, explicitly prohibiting such use on campus or at off-campus college events. Clinical site violations are directed to the specific program for regulation. As such, the Radiologic Technology Program has implemented the following Drug Testing Policy:

- Policy Statement: Trocaire College Medical Imaging Department seeks to assure the physical safety of its students, employees, and those we serve. Therefore, consistent with state and federal laws including Higher Education Assistance Act and the Drug-Free Workplace Act, and to protect the safety of all students and stakeholders, the Medical Imaging Department adopts the following policy designed to prevent the illicit use of drugs and the abuse of alcohol by students.

The Program will conduct reasonable suspicion drug and alcohol testing, at the Program’s expense.

- Reasonable Suspicion Testing: Student drug and alcohol testing will occur whenever the Program has a reasonable suspicion that a student is under the influence of alcohol, illegal drugs or controlled substances while at clinical.

Reasonable suspicion testing must be based on specific observations concerning the appearance, behavior or speech of a student. When an incident occurs which leads the observer to believe that drugs or alcohol may be involved, including any accident that results in or had the potential to cause injury or property damage, the suspected student’s supervisor (Clinical Instructor) and Program Director must immediately be notified to review the circumstances and facts related to the incident in order to ascertain the merits of the observation and to specify further action.

If testing is required, the supervisor (Clinical Instructor) is responsible for arranging for the Student to be

safely transported to and from the testing laboratory.

The Program Director will create a written record of the observations leading to a drug or alcohol test by interviewing those people who observed the incident. The written record must be completed within 24 hours of the observed behavior and subsequently submitted to the Program Director.

The Program reserves the right to determine whether reasonable suspicion exists.

Drug testing will generally be conducted by urinalysis for drugs and Breathalyzer for alcohol and will include testing for at least the following drugs: Marijuana (THC), Cocaine, Opiates, Barbiturates, Amphetamines (including Methamphetamines) and Alcohol.

The Program will engage the services of a qualified testing laboratory. The appropriate testing site may vary and will be determined when a test is required.

- Consent, Cooperation and Consequences: Individuals taking a drug and/or alcohol test must sign the appropriate release to allow the laboratory to release the test results to the Program Director or their designee.
- Disciplinary Action: Any student who refuses to consent to drug and/or alcohol testing, tampers with a sample, tests positive or otherwise violates this policy may be subject to the Disciplinary Procedures and Sanctions listed in the Student Handbook, to include Probation, Suspension, or Dismissal.

A student who has tested positive for drug or alcohol may be subject to the Disciplinary Procedures and Sanctions listed in the Student Handbook, to include Probation, Suspension, or Dismissal.

The Program retains the discretion to determine the level of discipline to be applied and whether a student should be given the opportunity to participate in rehabilitation through a drug and/or alcohol treatment program.

A student may be required to participate in follow-up care as part of a comprehensive drug and/or alcohol treatment program as a condition of continuing their education with the Program or as part of the disciplinary process. Depending on the nature of the conduct that led to the student's required participation in a drug and/or alcohol treatment program, the student may be required to submit to random drug or alcohol screenings for a specified period of time and to meet performance standards that are imposed as a condition of their continuation in the Program.

- Rehabilitation: The Program attempts to provide students the opportunity to deal appropriately with drug and alcohol related problems. Any student who voluntarily requests assistance in dealing with a drug and/or alcohol problem is encouraged to seek professional counseling for an assessment with an accredited alcohol and drug professional and, if appropriate, to enter a treatment program.
- Confidentiality: All medical information including drug or alcohol test results or treatment procedures will be treated as confidential medical information and will be accessible only to those Program administrators and designated medical and professional persons with a specific need to know.

C. Technical Standards

Physical, mental and emotional stamina, and overall wellbeing are essential to being able to perform your duties as a student imaging technologist in an effective and efficient manner. Working conditions and environments vary on a daily basis; the imaging department, at the bedside of patients, in the operating room, in the emergency department, manipulating mobile and stationary equipment, transfer of patients, etc.

- Observation: Visual acuity is necessary for watching patients' vital signs and for accurate image

acquisition for all radiographic examinations.

- Communication: Hearing and speech needs to be sufficient to communicate effectively and efficiently with all patients. Communications include not only speech, but also reading and writing. The applicant/radiologic technologist in training must be able to:
 - *Read and comprehend technical and professional materials.
 - *Follow verbal or written instruction in order to correctly and independently perform procedures.
 - *Clearly instruct patients prior to and during procedures.
 - *Communicate with faculty members, fellow students, staff and other healthcare professionals verbally and in a recorded format (writing, electronically, telephone, etc.).
- Psychomotor: The applicant/radiographer in training must have manual dexterity and good physical coordination to position patients and to operate and transport radiographic equipment with full range of motion, utility of arms, hands and fingers in order to perform examinations and operate equipment. This is also necessary to assist patients on and off examination tables and to assist patients and other radiologic technologists with lifting patients out of wheel chairs and off gurneys and onto examination tables when necessary. The applicant/radiologic technology student in training must be able to push and maneuver mobile equipment, patients in gurneys, and patients in wheelchairs along with patient equipment in and out of the x-ray rooms, holding areas, hallways, elevators, and patient rooms.

Physical Effort - Activity & Strength

Low Lift (floor to waist): Occasional 0 to 2.6 hours/day (11-20 lbs.); Frequent 2.7 to 5.3 hours/day (1-10 lbs.); Constant 5.4 to 8 hours/day (negligible)

Mid Lift (waist to shoulder): Occasional 0 to 2.6 hours/day (51-100 lbs.); Frequent 2.7 to 5.3 hours/day (21-50 lbs.); Constant 5.4 to 8 hours/day (negligible)

High Lift (shoulder and above): Occasional 0 to 2.6 hours/day (11-20 lbs.); Frequent 2.7 to 5.3 hours/day (1-10 lbs.); Constant 5.4 to 8 hours/day (negligible)

Full Lift (floor to shoulder): Occasional 0 to 2.6 hours/day (21-50 lbs.); Frequent 2.7 to 5.3 hours/day (11-20 lbs.); Constant 5.4 to 8 hours/day (1-10 lbs.)

Carry: Occasional 0 to 2.6 hours/day (11-20 lbs.); Frequent 2.7 to 5.3 hours/day (1-10 lbs.); Constant 5.4 to 8 hours/day (negligible)

Push: Occasional 0 to 2.6 hours/day (51-100 lbs.); Frequent 2.7 to 5.3 hours/day (21-50 lbs.); Constant 5.4 to 8 hours/day (11-20 lbs.)

Pull: Occasional 0 to 2.6 hours/day (51-100 lbs.); Frequent 2.7 to 5.3 hours/day (21-50 lbs.); Constant 5.4 to 8 hours/day (11-20 lbs.)

Overall Strength Category: Occasional 0 to 2.6 hours/day (21-50 lbs.); Frequent 2.7 to 5.3 hours/day (11-20 lbs.); Constant 5.4 to 8 hours/day (1-10 lbs.)

Dictionary of Occupational Titles

Constant (C) 67-100% Workday

Frequent (F) 34-66% Workday

Occasional (O) 0-33% Workday

Not Present (N)

Activity – Job Demand

Walk - Frequent

Climb Stairs - Occasional

Stoop - Frequent

Kneel - Occasional

Crouch - Occasional

Reach (immediate) - Frequent

Reach (overhead) - Occasional

Handling – Frequent
 Use of Fingers – Frequent
 Sitting – Occasional
 Standing - Frequent
 Pushing – Frequent
 Pulling – Frequent

Therefore, imaging students should be able to:

- * Hear faint sounds from a distance of 15 feet and with a stethoscope (with/without hearing aids)
- * Have correctable near and far-sighted vision in one eye to 20/20 and to 20/40 in the other eye, with visual acuity, depth perception and the ability to distinguish shades of gray and gradations in color
- * Use fine motor skills and manual dexterity to sufficiently discern pulses, palpate veins and anatomical landmarks, take the temperature of a patient, draw up medications through a syringe, handle IVs, etc. without restriction and/or assistance
- * Have the olfactory ability to detect smoke, noxious odors and patient conditions
- * Stand and walk continuously for up to 10 hours at a time
- * Participate in frequent lifting, carrying up to 50 pounds
- * Frequently participate in team lifting of up to 300 pounds
- * Safely and successfully: lift, move, push, pull, kneel, bend, hold and grasp during the care of patients and with all professional duties
- * Lift 20 pounds from the floor, carry the load for 10 feet and place the load on a surface at 36 inches from the ground
- * Work with arms overhead for up to 15 -20 minutes at a time
- * Demonstrate psychological stability to perform professionally and effectively during stressful, fast-paced, high-volume, traumatic, emergency and fatal situations including dealing with individuals of diverse cultural, social, and economic backgrounds and those who may be uncooperative, incapacitated or under the influence of various substances and the possibility of imaging a corpse
- * Exercise critical thinking and problem solving skills, reasoning and judgement through daily routines and when faced with moral and ethical situations
- * Perform basic resuscitation and emergency procedures according to the American Heart Association Basic Life Support for Health Care Providers standards (CPR and AED)
- * Communicate professionally (in writing and verbally) in a clear, effective and appropriate manner in order to be understood, to understand professionals, patients and family members and to understand and meet the objectives of the Program
- * Present medical certification from the attending physician of having been seizure free for one year, if there is a history of a seizure disorder.
- * Present medical documentation of: having been treated, hospitalized or absent due to pregnancy, surgery, injury, serious physical, mental or emotional illness and/or disorders and currently having the:

- a. Ability to participate without restriction in the classroom, college laboratories and clinical areas.
- b. Adequate physical, mental and/or emotional ability to continue in the program of study and adequately deal with fast-paced, high-stress, traumatic and fatal situations, at all times of the day and night.

Intellectual

The radiologic technology applicant/student must possess the intellectual skills that promote the ability to properly comprehend various medical and managerial situations. These include but are not limited to acquiring accurate measurements; performing mathematical calculations properly and quickly; solve problems using advanced critical thinking skills; implement mature decision making and reasoning; analyze and critique images for density, contrast, anatomical detail and proper positioning; use self-expression appropriately and accept constructive criticism. They must be able to exercise sufficient judgment to recognize and correct performance deviations. Radiographers must be prepared to recognize any condition, whether observed in the radiographic image, or in patient behavior, which may pose an immediate threat to the health, safety or life of the patient and/or others and react quickly and appropriately.

Behavioral and Social

The radiologic technology applicant/student must be able to manage time to complete didactic and clinical tasks within realistic time constraints. They must possess the emotional health and stability necessary to effectively employ intellect and exercise appropriate judgment during times of stress, surgical and emergency procedures and with diverse patient populations and conditions. The radiographer must be able to provide professional and technical services in spite of the stresses of heavy workloads. They need to demonstrate the ability to be flexible, creative and adaptable to clinical and didactic changes. Radiologic technologists need to be able to recognize potentially hazardous materials, equipment and situations and be able to proceed safely to reduce risk of injury to a patient and/or themselves. A radiographer supports and promotes the activities of fellow students and health care professionals by displaying honesty, compassion, ethics and responsibility. Radiographers always safeguard and preserve the confidentiality of patient information in accordance with office policy.

Technical

The radiologic technology applicant/student must perform radiographic procedures by demonstrating appropriate competency in the following:

Patient education

Patient care and management

Radiation protection, to include wearing a lead apron or thyroid shield when necessary or mandated

Obtaining an appropriate medical history

Adapting imaging techniques according to pathologies and patient needs

Configuring and operating equipment safely and properly

Critiquing images for diagnostic quality

Determining if contrast is indicated and taking the appropriate actions and cautions

Any student accepted into a Medical Imaging Program at Trocaire College will be required to meet the technical criteria outlined above. A student who is unable to meet program objectives because of medical restrictions will be required to withdraw from the respective program. (See Appeals Process located in the College Catalog)

If there is any reason a student cannot meet the expectations described previously, with or without reasonable accommodations, it is the responsibility of the student to notify the Program Director and/or Clinical Placement Coordinator, as soon as possible.

D. Pregnancy Policy

Should any student suspect pregnancy, it is **HIGHLY RECOMMENDED** that the student meet with the Program Director, Clinical Placement Coordinator, the Radiation Safety Officer, and Title IX Coordinator. However, **DISCLOSURE IS VOLUNTARY AND DECLARATION/WITHDRAWAL OF SUCH DECLARATION MUST BE DONE IN WRITING**. Student radiographers are informed on x-rays, pregnancy, and potential risk. Relative policies are reviewed during Introduction to Clinic.

Pregnant students are encouraged to meet and work with the Title IX Coordinator. Students with pregnancy-related disability, like any student with a short-term or temporary disability, are entitled to reasonable accommodations so that they will not be disadvantaged in their courses of study and may seek assistance from the Title IX Coordinator. Pregnant students may voluntarily choose to withdraw from the course or program without penalty.

In accordance with Title IX, students are also allowed time to pump breastmilk. For more information and resources for pumping breastmilk please contact the Title IX Coordinator.

General Statement

It is Trocaire College's policy to provide a radiation safe environment for pregnant students. The program encourages the student to notify the Radiation Safety Officer as soon as possible. Students choosing to declare pregnancy are given the opportunity to do so and will be counseled and assisted by the program faculty to ensure proper radiation safety measures are taken.

All student radiographers are lectured on X-rays, pregnancy, risks, and relative policies during Intro to Clinic. The benefits of declaring pregnancy and following radiation protection methods early in the pregnancy are emphasized, but also described as voluntary recommendations.

Policy and Procedure

According to New York State Sanitary Code, Chapter 1 – Part 16.6(h), (4/18/2001) and the US NRC Regulatory Guide 8.13 – *Instruction Concerning Pregnant Radiation Exposure* (June 99) the **pregnant student has the right to decide whether to declare her pregnancy or not**. This voluntary decision can be withdrawn at any time. (*Declared pregnant woman means a woman who has voluntarily informed the department in writing of her pregnancy.*)

If she chooses to do so, the declaration of pregnancy must be in writing. The student will complete and submit the form title "Pregnancy Declaration". (See Forms Manual).

Upon declaration of pregnancy by the student, the following procedure will be followed:

The student will submit a statement from her physician verifying pregnancy and expected due date. The statement must include the physician's recommendation as to which of the following options would be advisable:

1. Withdrawal from the program with the possibility to return to the program at a later time, and begin at the start of the semester/session that was not completed.
2. Continuation at full-time status without restrictions in classroom but *limited rotation* in fluoroscopy and portable/OR procedures (high radiation areas), following Radiation Safety precautions.
3. Continuation at full-time status without restrictions in clinic, classroom and laboratory.

The physician's statement (Medical Clearance) shall be submitted to the RSO who discusses the situation with the Program Director.

Additionally, a pregnant student has the right at any time, to withdraw/revoke the declaration of

pregnancy in writing. Should that occur, the lower dose limit for the embryo/fetus will no longer apply and the student will return to previous clinical expectations/experiences. (USNRC Regulatory Guide 8.13, appendix item 16, June 1999)

Options for continuance in the program:

1. A student may withdraw for pregnancy with the option to return to the program at a later date.
2. A student may continue in the program, provided her physician has not placed any physical limitations/restrictions on her medical clearance form (aside from limited exposure to radiation). If the student chooses to continue, she must complete the following steps:
 - A. Consultation with the College's Radiation Safety Officer prior to continuation in the college laboratory and clinical assignments. At this time, the physician's medical clearance is required.
 - B. The RSO and the declared pregnant student will review the Program's Radiation Safety Guidelines and the potential risks involving ionizing radiation to the developing embryo/fetus.

This discussion includes the following:

- The pregnant student will be counseled regarding the nature and potential radiation injury or risk associated with in-utero exposure, the dose equivalent limits established by the NCRP, and the required preventative measures to be taken throughout the gestation period.
- Specifically, the pregnant student will be informed of the specific exposure limits as: the dose to the embryo/fetus during the entire pregnancy, due to occupational exposure should not exceed .5 rem (500mrem) or 50mrem for monthly dose equivalent limit. The RSO will review the past exposure history and may adjust working conditions to avoid a monthly exposure rate of .05 rem (50mrem) to the declared pregnant worker. (NYS Sanitary Code, Chapter 1, Part 16.6, h. 4/18/01)
- Two thermoluminescent dosimeters (TLD) will be worn throughout the gestational period. One TLD will be worn at the uniform collar, and the other fetal TLD will be worn at the waist level under the lead protective apron to monitor embryo/fetus. (NYS Sanitary Code, Chapter 1 – Part 16.11, b (2). 4/18/01)
- The fetal TLD will be changed monthly. A monthly radiation exposure log will be established throughout the gestational period. Analysis of the monthly exposure totals will be reviewed by the RSO and pregnant student.
- The RT Faculty and clinical instructor shall make every effort to schedule the declared pregnant student, at least for the first 18 weeks of gestation, in areas that do not involve fluoroscopy and portable/OR work.
- ALARA principles of time, distance, and shielding must be utilized by the pregnant student.
- If at any time the pregnant student feels (despite clearance from her doctor), that she is working in an unsafe area or under conditions she feels are detrimental to herself or the embryo/fetus, she should report to the Clinical Instructor and RSO immediately.

- C. Upon completion of the counseling session and receipt of written material, the pregnant student will sign a form attesting to this meeting (See Forms Manual).

E. Latex Sensitivity Statement

If you think you may have an allergy to latex, please see a physician who can administer a blood test to determine your sensitivity. If it is determined that you are sensitive to latex you should notify your instructors who can help minimize your exposure to latex products. Additionally, complete the “Latex Sensitivity” form found in the Forms Manual and submit it to the Clinical Placement Coordinator.

F. Communicable Diseases

Any student who has been exposed to and/or has any communicable disease or condition must do the following:

1. Contact the Trocaire Wellness Center to discuss the condition. (716-827-2579)
2. Obtain a written physician’s release to return to classes and/or clinical.
3. Submit physician’s release to the Clinical Placement Coordinator and/or the Program Director.

G. Radiation Safety and Protection

The Radiologic Technology program is governed by, and strictly adheres to the rules, regulations, and Codes for Radiation Protection of the Student Radiologic Technologist (SRT) and the patient as written in:

- a. New York State Department of Health, Bureau of Environmental Radiation Protection:
 1. Sanitary Code Chapter I - Part 16
 2. Public Health Law - Article 35 - Practice of Radiologic Technology
 3. Chapter II Administrative Rules and Regulations, Subchapter L - Part 89 - Practice of X-ray Technology
 4. Publications: Newsletter, Articles
- b. National Council on Radiation Protection and Measures Reports

All RT students are expected to follow the radiation protection practices put forth by the above agencies and presented, discussed, and applied during Radiation Protection lectures and labs. Sample regulations include: Consumer – Patient Radiation Health and Safety Act of 1981.

During the course of the Radiology Technology program students will be exposed to ionizing radiation. All students, when working with ionizing radiation, must adhere to the ALARA concept, which means: As Low As Reasonably Achievable. The main components of the ALARA concept are time, distance, and shielding. All students must make the attempt to minimize the time of an exposure, maximize distance for personnel and others in the exposure area from the primary beam, and shield themselves, the patient or others when possible. This is a concept the students will be taught and expected to utilize during the process of becoming a Radiologic Technologist. To ensure compliance the student will:

- Take the time to assure they are properly protected under all circumstances (mobiles, fluoroscopy, etc.)
- Practice the ALARA concepts.
- Wear a thermoluminescent dosimeter (TLD) at the neck level and OUTSIDE the apron.
- Not allow the body or any part thereof to be in the primary beam. *JRCERT Standard Five, Objective 5.3*
- Not hold patients or image receptor (IR) under any circumstances. *JRCERT Standard Five, Objective 5.3*
- Take proper precautions with thermoluminescent dosimeter (TLD). Do not leave them in radiation areas or use them for personal exposure.

Shielding

Examples of shielding guidelines are presented in the lecture/lab courses during the Orientation, throughout the semesters and PRIOR to making any exposures or being in the area of exposure to radiation.

- a. RT Students:

Proper lead shielding should be worn at all times. Lead shielding MUST be worn while

- involved in fluoroscopy, operating room, and mobile radiography.
- b. Patients:
The student is expected to exercise sound radiation protection practices for the patient's welfare at all times*.
- c. Provisions for Radiation Safety Rules require:
 1. Mechanical devices (instead of persons) must be used whenever possible to immobilize patients.
 2. Women of child-bearing age and persons under the age of 18 must never be used to hold patients.
 3. In adherence with JRCERT regulations, at no time will a student hold a patient during exposure.
 4. Any person other than the patient who remains in an x-ray room during an exposure must be protected with shielding devices such as lead aprons and gloves.
 5. Lead shielding will be provided to a patient whenever radiation sensitive organs lie within or near (2 inches) the primary beam unless such shielding would obscure essential diagnostic information.

*Students are required to abide by all safety precautions. The importance of keeping exposure as low as reasonably achievable (ALARA) through a combination of time, distance and shielding is stressed.

Radiation Monitoring Device

The student will be issued a radiation monitoring device (personnel monitors/TLD) for use in the clinical education setting.

Students cannot participate in any clinical experience or energized laboratory experience without the radiation monitoring device on their person.

The student is responsible for changing personnel monitors/TLDs at the required time. Badges are distributed by the Radiation Safety Officer (RSO) who will collect the old and distribute the new monitors. Failure to meet the RSO's due date can result in a serious consequences (see below).

If a student becomes pregnant and discloses pregnancy, an additional fetal monitor will be ordered. The fetal monitor should be worn at waist level. For additional details, please see the section on pregnancy located in the RT Program and Policies Manual which explains the additional paperwork/documentation that must be completed.

a. Radiation Monitoring Device — Lost/Damaged

If the TLD is lost or damaged beyond usefulness the student must notify the Clinical Placement Coordinator within 24 hours of the incident. If damaged or unreturned, the student will be required to pay the replacement cost (per personal protection device) and will not be allowed into the clinical education setting or laboratory until a replacement device is obtained. This time away from clinical or laboratory will be counted as an unexcused absence.

Additionally, students reporting lost or damaged TLDs will be required to submit a letter (within 5 business days of the occurrence) addressed to the RSO explaining how the radiation monitoring device was lost or damaged. A statement regarding the proper way to handle and store the radiation monitoring device must be included, as well as the steps that will be taken to assure the incident will not happen again.

b. Radiation Monitoring Report/Exposure Records

Student/Faculty radiation exposure will be monitored during the entirety of the program and will be maintained by the Program as part of the student's permanent file.

A copy of the radiation monitoring report will be filed in the RSO's office for confidentiality. It is the student's responsibility to review the report. The most current radiation monitoring report will be posted on the RT bulletin board located inside the RT laboratory hallway. Students will be identified by badge number ONLY to ensure confidentiality. Upon review, students will initial that they have read their report. Failure to review and sign the report within a month from the time it was displayed will result in a Non-Compliance Form violation.

The radiation monitoring report will be reviewed by the RSO upon receipt. If a student's radiation limits are outside of the program's designated exposure limits**, the RSO is to immediately notify the Program Director, verbally and in writing (email). Additionally, the RSO will notify the student verbally and via email. At this time the student, upon direction from RSO & Program Director, may be asked to:

1. Cease clinical assignment until investigation into the radiation monitoring report is completed to insure accuracy.
2. Schedule an appointment to meet in person with the Program Director, Clinical Placement Coordinator, and/or RSO for the necessary course of action and radiation counseling. At this time a radiation physicist will possibly be contacted for input depending on the radiation exposure amount.
3. A course of action and documentation of the outcome of the meeting will be given to the student and placed in the student's file to insure the health and safety of the student.

** The program's threshold dose for incidents in which dose limits are exceeded is considered to be an average biannual dose of 120mrem or 1.2mSv. The Annual Occupation Effective Dose Limit to the whole body is 5000mrem or 50mSv. Educational Consideration Effective Dose Limit (if younger than 18 years of age) is 100mrem/yr. or 1mSv or biannual dose of 50mrem or 0.50mSv.

All doses are taken from NRC Title 10 of the Code of Federal Regulation, Part 20 (10 CFR 20)

H. CPR Policy

CPR certification must be submitted prior to the start of clinical in the first fall semester and must be kept current for the duration of the Radiologic Technology Program. (Students not in compliance will not be allowed to participate in clinical experience until this requirement has been met and the absence will be counted as unexcused).

Acceptable CPR (2 year) Certifications:

American Heart Association Health Care Provider Level

I. Health Insurance Policy

A copy of the student's health insurance card, if available, must be submitted to the Clinical Placement Coordinator prior to the start of clinical in the first fall semester and must remain current for the duration of the Program. Some clinical sites require students to be insured. The Clinical Placement Coordinator is responsible for verifying student compliance with CPR verification and health insurance documentation.

J. Clinical Assignments

1. The RT Program shall not mandate from students more than (40) hours in one week. This includes formal classes on campus and clinical assignments.
2. RT students will be assigned a particular Clinical Education Center (CEC) for each semester/session. Requests by students for specific CECs will NOT be entertained and assignment is solely determined by the program in a nondiscriminatory and equitable manner.
3. It is the responsibility of the student to provide/arrange transportation to/from each of the sites.
4. Scheduling accommodations are NOT made for work conflicts, daycare conflicts, etc. Students must make arrangements to be in attendance for clinical assignments during the required times.
5. Students are not permitted to refuse a clinical site for attendance. The Clinical Placement Coordinator will work with clinical site management to ensure that students are being placed at

sites that are conducive to their educational learning.

K. Behavioral/Dress Code for Clinical Experience

1. Expected Behavior at Clinical Site: See Radiologic Technology Code of Ethics for RT Students in Section II of this manual.

2. Personal Grooming - The personal appearance and demeanor of Radiography students at Trocaire College reflects both the College and Program standards. Students are expected to be professionally groomed at all times. Students not in compliance with dress code will not be permitted in the clinical area and the absence will be counted as an unexcused absence. Professional grooming includes meticulous personal hygiene.

- Hair will be clean and neat at all times.
- Hair longer than shoulder length must be tied back and kept off the face, shoulders, and chest. No low/loose ponytails and if hair is in a bun it must be neat.
- Hair must not be dyed unnatural colors (i.e. purple, lilac, green, turquoise, fire engine red, orange, bright yellow, blue....)
- Head coverings must not be loosely wrapped around the neck.
- While in the operating room, head wraps must be contained by surgical attire.
- Appropriate colored make-up, applied for day time, and worn in a simple and professional manner, is acceptable.
- Nails must be no longer than ¼ inch above the fingertips.
- Artificial nails are not permitted.
- Colored polish is not acceptable – clear only.
- All tattoos must be covered.
- Facial hair, (beards, mustaches, and sideburns) must be neat and well-trimmed.
- While in the operating room, beards must be contained by a surgical mask.
- No perfumes, colognes, scented hair gels, or fragrant lotions should be applied prior to or during clinical.
- Leave jewelry (necklaces, bracelets, and rings) at home. A wedding band/wedding set and a watch (analog or digital only no smart watches – i.e. Apple Watch, etc) may be worn.
- A maximum of two small, plain, post style earrings may be worn in each ear – no dangling earrings, gauges, or ornaments larger than a dime.
- No other facial or visible body piercings are allowed.

3. Required Clinical Dress Code is as follows:

- All clinical attire must be cleaned, pressed, appropriate, and professional.
- Mandatory gray scrub uniform shirts (with Trocaire patch professionally sewn on to the left shoulder – no tape, pins, Velcro, or glue) and gray scrub pants.
- Clean solid white, black, or gray tee shirt: long or short sleeved (no printing visible)
- Optional white, black, or gray warm up or scrub jacket with a Trocaire patch professionally sewn (no tape, pins, Velcro, or glue) on the left shoulder. Warm up jackets not meeting these guidelines will not be allowed. Absolutely no sweatshirts.
- Undergarments are to be discreet and not visible at the sleeves or hem.
- White, black, or gray socks must be worn and be high enough to cover to above the ankle area.
- White, black, or gray professional shoes (i.e.: crocs, Danskos, sneakers) without open backs, toes, or arch area perforations are acceptable. Crocs with heel straps may be worn as long as the strap is utilized to secure the foot in the shoe.
- Personal monitoring device (TLD).
- Pen and pocket notebook.
- Trocaire photo ID badge.
- Initialed lead markers – complete set (right and left).

Arriving to clinic without having Trocaire photo ID badge, TLD, and/or complete set of initialed lead markers or inadequate personal appearance will result in a Non-Compliance Form violation. The student will be dismissed from clinic for the day/or until student is in possession of missing items. Any absence(s) incurred will be counted as unexcused and guidelines for making up missed clinic time will be followed.

Hijab/head scarf: must be of a solid white, black, or gray color. It should be styled away from your chest so that it does not fall forward toward the patient. For Operating Room Rotations, either style your hijab so that it is not covering your neck; or wear the “beard, head/neck cover” from the operating room. This cover will fit over your head like a hood with ties that wrap around the front to cover your hijab at your neck. If you must cover your arms with long sleeves, wear an operating room “coat/gown” over your uniform. Another option is to wear a turtle neck and style your hijab off your neck. Please be aware that protocols for covering hijabs/head scarfs may vary at sites.

No student is to leave any site wearing or carrying out scrub attire which is owned by that facility.

L. Attendance Policy

Attendance affects the quality of academic performance. Therefore, prompt and regular attendance in lectures and laboratory sessions, as well as in the clinical education centers, is expected of all students.

1. Academic Attendance

- a. See current College Student Handbook and current College Catalog for Class/Academic Attendance Policies.
- b. Each RT course may have specific attendance policies. Read each syllabus carefully for details.
- c. College Closing/Cancellation of Classes - Cancellation of classes will be posted. Closures for inclement weather will be announced over all major Buffalo radio and TV stations (e.g. WBEN, WGR, etc.), and the Trocaire Emergency Notification System.

2. Clinical Attendance

Starting times may vary as per clinic site/adjunct faculty. Students requiring special arrangements will be reviewed on an individual basis by the Clinical Placement Coordinator.

a. Clinical Absenteeism Policy:

In case(s) of absence(s) from the clinical site, it is the student's responsibility to:

- 1) Call the clinical affiliate at least 30 minutes prior to site start time and send an email from your Trocaire account, as means of official communication, to the Clinical Placement Coordinator.
- 2) Ask to speak with, or leave a message for the assigned adjunct faculty, instructor, and/or radiology department contact. Text messages will not be accepted as official notification.
- 3) Adjunct Faculty will notify the Clinical Placement Coordinator of clinical absences. Absences per given course are to be made up according to the clinical time make-up policy (for additional information refer to section “Clinical Make-Up Policy”)

All medical notes and/or legal documentation must be submitted to the Adjunct Faculty *within 48 hours* from the date of the absence. Medical notes must indicate student illness or injury. Regularly scheduled medical/dental appointments are not acceptable reasons for excused absences.

Utilizing Trajecsyst to Clock In/Clock Out for Clinic

Each student must clock in and out using the Trajecsyst system. Additionally the student must use Geo-location to clock in and out so that program faculty may verify location for liability purposes.

- Attendance without a completed record does not exist. Students will not receive credit for clinical

hours that are not properly recorded (both clocking in and clocking out) within Trajecsyst with Geo-location. For instance, if you forget to clock in as you arrive to clinic or forget to clock out when you leave clinic, or you do not use Geo location, the clinical time worked is void. The clinical day is considered an unexcused absence, and the student will have to make-up an entire day of clinic.

Clinical Make-Up Policy

Should a student require clinical make-up hours, he/she is responsible for scheduling the time with the adjunct faculty or clinical instructor of the radiology department at the clinical education center where the absence took place. Written permission must be obtained from the adjunct faculty or clinical instructor in order to verify permission, and this must be submitted to the Clinical Placement Coordinator for approval (See Make-up Verification Form in the Forms Manual). Make-up must be completed at the specific clinical site where the student was scheduled when the absence(s) occurred. No clinical make-up hours will be scheduled during times when the College is officially closed, nor will they be scheduled during weekends, holidays or evening hours.

1. Fall & Spring Semesters:

Make-up dates are to be scheduled and approved by the Clinical Placement Coordinator as soon as possible, following the day that the absence has occurred and must be completed no later than the final week of the semester. Failure to do so will result in an FX grade for the course.

Extenuating circumstances will be reviewed on an individual basis.

2. Summer Clinical Component:

Make-up dates must be completed immediately following the last scheduled clinic day of the session. All other rules for making up clinical time remain the same. Extenuating circumstances will be reviewed on an individual basis.

Holidays

All holidays observed by the College will be honored for clinical and didactic education. Holidays are printed in the Trocaire College Student Handbook and Planner. Observance of religious holidays should be brought to the attention of the Clinical Placement Coordinator and Program Director for discussion and circumstances will be considered on an individual basis. Approved time off will be in accordance to holiday observance and the student must contact the Clinical Placement Coordinator via email in advance of the holiday for approval of specified date(s).

Bereavement Policy

In the event of the death of a spouse, life partner, parent, sibling, child, mother or father-in law, grandparent, or grandchild, a leave not to exceed three (3) consecutive days within the week of death will be granted. Any time that exceeds the 3 days must be made up. Students must be able to show proof of death in the immediate family.

Clinical & Skills Assessment Remediation

When an RT student exhibits difficulty in clinical psychomotor skills/performance (i.e. patient positioning, radiographic technique, etc.) and/or skills performance in the procedures lab, remediation is mandatory. The adjunct faculty member(s) and/or clinical instructor will submit the recommendation for remediation. **The student is responsible for arranging an appointment with the Clinical Placement Coordinator to arrange for remediation time. If the student does not contact the Clinical Placement Coordinator within 48 hours of written recommendation from faculty/clinical instructor the student will incur a Non-Compliance violation.** Whenever possible, remediation will occur within the College laboratory. The clinical and skills assessment remediation form will be filled out in Trajecsyst with a detailing of both the stated objective(s)/skills and an area to document student progress. Failure to follow this procedure will be documented and utilized in conjunction with the student's clinical evaluation(s). (See Remediation form in Forms Manual)

M. Progression in the RT Program

If a student is unsuccessful in any of the Radiography core courses in the major sequence, (grade below “C” in any RT course or in BIO130, BIO130L, BIO131, BIO131L) or if the Objectives for Clinical Education are not met, the student cannot advance to the next level of the RT Program. Each case will be reviewed by the Program Director and course instructor to determine eligibility for readmission. However, should a student be unsuccessful in any two or more Radiography core courses, the student will not be recommended for readmission to the Program. Failure to meet program requirements contained within this handbook (pertaining to specific, general, didactic, and/or clinical requirements) will also prevent progression within the RT Program.

N. Disciplinary Action

Disciplinary action will be initiated if an RT student fails to follow program policy guidelines, meet program requirements, and/or threaten the safety of self, patient, or clinical staff. This will include use of the Non-Compliance Form with progressive consequences potentially leading to Program dismissal should infractions not be rectified accordingly. Students are also expected to follow the Trocaire College Catalog and Student Handbook. Consequences may include probationary measures, grade adjustments, or Program dismissal. See the Non-Compliance form in the Forms Manual.

O. Readmission Policy

1. If an RT student *fails to achieve a grade of "C" or better* in any one RT core course (RT designation, BIO130, BIO130L, BIO131, BIO131L) the Radiologic Technology Department Faculty will review the following criteria to determine if a student is eligible for readmission:
 - a. Academic Performance:
 1. Examinations, quiz grades, homework and course performance
 2. Attendance
 3. Professionalism/Behavior/Attitude
 - b. Clinical Performance:
 1. Clinical Evaluations
 2. Clinical Anecdotal Records
 3. Clinical Adjunct Faculty Recommendations
 4. Attendance
 5. Mastery Level Competency Sheet
 6. Professionalism/Behavior/Attitude
 - c. Radiologic Technology Advisor's recommendation
 - d. Achievement in other required program and core courses
 - e. Adherence to the ARRT Code for Professional Behavior to include Non-compliance
2. The Director of Radiologic Technology will then notify the student by way of a letter if he/she has been deemed eligible for readmission to the Radiologic Technology Program.
3. Readmission is contingent upon the following:
 - a. Completed Request for Readmission forms submitted to the Director of the Radiologic Technology Program requesting readmission. (See Forms Manual)
 - b. Successful completion of RT Program Readmission criteria- which would include the following:

1. Meet with both the Director of Radiologic Technology and the Clinical Placement Coordinator during a pre-determined appointment
2. Review of chosen media and completion of a one page summary.
3. Successful completion of selected laboratory competencies OR auditing last clinical course the student completed and demonstrate competency by successfully completing the clinical course requirements.
4. Setting a meeting schedule with the Program Director for the semester that the student is repeating a course in to discuss the progress and/or any struggles that the student is encountering.

The timeline for readmission and due dates of above items will be discussed and set with the student during the meeting with the Program Director and Clinical Placement Coordinator. Students failing to complete all of the above requirements will be denied readmission to the program. A student denied readmission has the right to appeal the decision. A student who desires an appeal should contact the Program Director. A student is allowed readmission into the RT Program only once.

P. College Grading Policy

The Radiologic Technology Program Grading Policy mirrors Trocaire's Grading Policy

<u>Grade</u>		<u>(Range)</u>
A+	=	97-100
A	=	93-96
A-	=	90-92
B+	=	87-89
B	=	83-86
B-	=	80-82
C+	=	77-79
C	=	73-76
C-	=	70-72*
D+	=	67-69
D	=	63-66
D-	=	60-62
F	=	<60
FX	=	Failure, Unsatisfactory Attendance
W	=	Withdrawal (without academic penalty)

**A student cannot progress to the next level in the Radiologic Technology Program if he/she receives any grade below "C" in ANY of the Radiologic Technology core courses/clinic/lab, as well as College Seminar and/or College Success and Anatomy & Physiology I and II or Anatomy & Physiology I and II Labs.*

FX- Failure because of excessive absence.

I- Incomplete - See College Catalog under Grading.

W- Withdrawal - See College Student Handbook/ Planner

WF- Withdrawal failure

Q. Transfer/Advanced Placement Students Policy

The Radiologic Technology Program of Trocaire College has instituted a policy to accept transferring and advanced standing students.

Purpose

To establish guidelines for accepting students outside of the normal application process.

Procedure

1. There must be a vacancy before any discussion takes place with a perspective student.
2. The transferring student must be attending or did attend a program within the past 3 years that the ARRT/JRCERT deems accredited.
3. The perspective student must complete an application form and submit the College application fee.
4. The Program Director and at least one other faculty member of the Radiologic Technology Program will interview the perspective student. After the interview the Program Director will initiate contact with the Program Director of the school the student attended or is attending. The student is responsible for furnishing all pertinent records from the school that he/she previously attended.
5. Since transfer candidates will vary in their achievements and competencies, a step by step testing criteria will be developed for each individual. This criteria must be documented before any testing begins and both the Program Director and candidate must sign this document. The candidate will be furnished course objectives, and be provided access to school resources to prepare for testing. The document will indicate a cost the candidate must pay prior to the testing. If the student has credentials deemed acceptable for admission, the payment received will be credited toward the tuition expense.
6. The testing criteria to be developed will be based on didactic and clinical competencies of the Radiologic Technology Program at Trocaire College. The transferring student must take all final examinations for courses that the Program Director deems necessary. The appropriate instructor will grade the final examinations. If the student does not score 75% or better on the final examinations, the Program Director will decide if the course must be repeated. A student may be provided one opportunity to retest on a final exam only if the student goes through a remedial process.
7. It will be made clear to the candidate how clinical competency is tested and achieved. The transfer student must document clinical competence according to the College policy before graduating.
8. The student that transfers in must pay the School's tuition fees upon being granted approval for admission regardless of when in the program cycle the student transfers in. The student will also be responsible for any book purchases necessary for the remaining didactic courses.
9. Based upon the results of the examinations the applicant's previous transcripts and academic experience, the Program Director will determine whether the applicant's academic standing warrants admission. General Education courses taken more than five years prior to application for transfer may not be accepted.

R. Services for Students with Disabilities

Trocaire College offers students with disabilities reasonable academic accommodations and services to enable them to fully participate in the mainstream of the educational process. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and Amendment Act of

2008, the College provides services on an individual basis for students with disabilities. Students are required to provide documentation to indicate need for services.

Students are encouraged to contact the Coordinator of Disabilities (716-827-2412) at the time of admission to the College. Services or academic accommodations will be based on individual needs and course requirements. They include, but are not limited to, extension of time for testing, tutoring, note-taking, readers and writers for examinations, iPads for use of recording of reading material and lectures, learning materials in special format, and assistive technology.

Responsibilities

Every student has a responsibility to provide documentation from a qualified licensed professional of their disability prior to accommodations.

Every student has a responsibility to follow recommendations and established procedures for academic support.

General Guidelines for Documentation

1. Student must make an appointment with the Coordinator of Disability Services.
2. The Coordinator of Disability Services will conduct an initial intake interview. In this interview the student will be expected to identify themselves as having a disability and will be asked to provide documentation that includes a diagnosis or an assessment of a disability.
3. If the student has:
 1. no prior documented disability then the student will be referred for appropriate evaluation.
 2. a prior documented disability, the student will be granted provisional accommodations for 30 calendar days until up-to-date documentation is provided. Failure to adhere to the above stated timeframe will result in the suspension of accommodations until the documentation is delivered.
4. After proper documentation has been submitted, please allow at least (5) business days before accommodations are granted.
5. A letter will be given to a student's instructors informing them of the accommodations.
6. Students must sign up in the PCAS at least three (3) days before the test/exam/quiz is to take place. Accommodations will not be granted without the appointment.
7. Students must meet with the Coordinator of Disability Services at the start of each semester to review/update accommodations. In determining the acceptability of documentation, Trocaire College follows "Best Practices: Disability Documentation to Higher Education," including the "Seven Essential Elements of Quality Disability Documentation." See the website at www.trocaire.edu

Confidentiality

Information regarding a student's disability is considered confidential and will be shared only with those at Trocaire College who need to know. That includes administrators, faculty and staff who have access to disability relation information, only in so far as it affects their functioning in their respective areas of responsibilities.

S. College Safety and Security

Campus Safety and Security at Trocaire College works in conjunction with students, faculty, and staff toward ensuring their security throughout the campus. Trocaire employs uniformed guards through a private security service. The guards work closely with the Buffalo Police Department.

In order to support emergency services on and around the Trocaire campus, we rely upon a strong working relationship with not only the Buffalo City Police Department, but also the Buffalo Fire Department. We also call on the services provided by local first responders.

In keeping with the Cleary Act, we provide vital information and statistics about incidents on and around the campus community in an annual security report published on the Department of Education website.

We believe in a well-informed community; in keeping with this, notices of pertinent security related happenings and incidents are posted on security boards throughout campus.

For additional information contact Director of Facilities, Choate Campus Room 337.

1. Crime Prevention

The key to a safe and secure environment in any area is crime prevention. Campus Safety and Security utilizes uniformed guards in most cases when classes are in session. The college also utilizes security cameras which are installed in several areas on campus. Crime prevention is a joint effort however, and cannot be accomplished without the assistance of the entire Trocaire community of students, faculty, and staff. The security committee has composed a list of several crime prevention and safety tips which are distributed at the beginning of each semester.

In addition to uniformed security officers, there is a campus-wide Security Advisory Committee comprised on faculty, staff, administration and students.

2. Campus Safety and Security Phone Numbers

716-827-2500: Main Desk Choate Campus

716-445-2104: Emergency – Choate Campus Only after 6:30 p.m. (use an outside line)

3. Fire Safety

If the alarm sounds, all occupants of the building must vacate immediately. Close office and classroom doors. Should an alarm sound while an exam is being taken, hand exams and answer sheets to the instructor as you exit the room unless your safety is otherwise jeopardized.

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Revised 7/2017
Revised 7/2018
Revised 7/2019

T. Trocaire College Radiologic Technology Course/Classroom Policies

Testing Policy

1. Examination dates will be noted on class syllabi.
2. If an absence occurs on a test date, the student must present documentation, before or on the next scheduled meeting day for that class, explaining that the absence was unavoidable. Acceptable documentation provided to the respective faculty member includes:

A medical or legal excuse on official letterhead
 Proof of death of an immediate family member
 Written request for observance of religious obligation
 Written notification prior to test date of extenuating personal circumstance

If proper documentation is submitted, the student will be afforded the opportunity to be provided with an equivalent test, project, paper, or alternate make-up exam. Without proper documentation, a permanent grade of zero (0) will be recorded for missed assignments, tests, etc.. The Program Director in consultation with the faculty member may make exceptions for extenuating circumstance affecting the student not listed above.

3. Examination grades will be determined from computer answer sheets only. This will be the only indicator of the student's grade. There are no exceptions.

4. Computer answer sheets will not be handed back to the student. If the student wants to review his/her answer sheet, it is the individual's responsibility to arrange an appointment with the instructor.
5. The examinations will be handed back to the students during a class period for a review of each question. Following the review, exams will be returned to the instructor and maintained in individual student files.
6. If a student receives an examination grade below 75%, it is highly recommended that the student make an appointment with the professor to review the exam/grade.

Final Examinations

1. Final examinations in the Radiologic Technology courses occur during the last two (2) weeks of the college academic semesters. Students are EXPECTED TO BE IN ATTENDANCE at the assigned time. Final exams will not be re-arranged for any reason (i.e. vacations, weddings), except in extenuating circumstances (i.e., illness, death of immediate family member). Members of the military who must be absent at the time of a scheduled final exam due to service related responsibilities, should speak with the Program Director and the course instructor to make optional testing arrangements. Failure to take the final exam at the assigned time will result in a grade of zero (0) for that exam.
2. Students are required to be present and/or available on the Tuesday and Thursday of the last week of the semester, in addition to being available until and including the last scheduled day of the semester.

Extra Credit

Student grades are based on criteria explained in course syllabi. At no time is extra credit given to boost grades in a course.

Academic Dishonesty

Academic endeavors demand personal honesty from all participants in order to foster an environment in which optimal learning can take place. Academic integrity is consistent with Trocaire's mission and culture.

Definitions

Academic dishonesty may be defined as:

- A. Cheating – giving or receiving answers on required/evaluative material, using materials or aids forbidden by the instructor, alteration of academic records, unauthorized possession of examination, or the falsification of admissions, registration or other related college materials.
- B. Plagiarism – the offering of someone else's work as one's own, using material from another source without acknowledgement including the reprinting and/or importing in whole or in part term papers found on internet sites without acknowledgement.
- C. Interference – interfering with the work of another student by either obtaining, changing, or destroying the work of another student.
- D. Buying or selling of term papers, homework, examinations, laboratory assignments and computer programs/assignments.
- E. Falsifying of one's own or another's records.
- F. Knowingly assisting someone who engages in items A-E above.

Penalties

Penalties that may be imposed include, but are not limited to the following:

- A. Faculty may impose the following penalties within the context of a course,

1. Lowering of a grade or failure for a particular assignment.
 2. Lowering a grade, failure and/or dismissal from the course.
- B. The Program Director responsible for the student's curriculum may impose harsher measures within context of the College such as,
1. Disciplinary probation – may include mandatory repeat of a course, etc.
 2. Dismissal from the program.
- C. The Program Director may recommend to the Vice President for Academic Affairs that the student be suspended/dismissed from the College.
- D. The Vice President for Academic Affairs may suspend the student from the College for a period of one semester or more. When deemed appropriate the student may be dismissed from the College.

Classroom Policy During Test Taking

All personal belongings are required to be placed in the front of the room, or on the windowsill ledge.

This is to include, but is not limited to: books, papers, backpacks, book bags, purses, cell phones, and pagers. No smart watches (i.e. Apple Watch, etc.) are permitted to be worn during testing.

Cell phones are to be turned off, including vibration mode. Cell phones are not to be used as calculators. No ear pieces are to be used.

Hair should be styled away from the face. No hats or hoods are to be worn during testing. Shoes must remain on at all times during testing.

No food or beverages are allowed during testing.

Students are not allowed to ask questions of any kind during tests, quizzes and/or exams unless he/she is verifying a typographical error.

Attendance Policy

ATTENDANCE IS MANDATORY.

As taken from the Trocaire College Catalog: "Students are expected to attend all regularly scheduled classes. Each instructor will determine the requirements for attendance within specific courses."

Any student having absences greater than what is allowed (as noted in the course syllabus) will see a lowering of the final grade. Specifics for individual courses are stated in the course syllabus.

Attendance will be taken at the start of each class. Should there be an emergent reason for not being able to attend class, an email from your Trocaire account, as recognized official means of communication, to the instructor must be made at least 30 minutes prior to the scheduled start time of that particular class. A student who is absent from a class is held responsible for all work which was due on that date, quizzes and tests which were performed on that date, information provided during class and work assigned on that date. Please make an effort to have a classmate provide you with updates from the time you have missed and realize that work handed in late can and may have points deducted should you not follow the proper policy.

Tardiness Policy

Classes begin promptly. Tardiness will not be tolerated; it is very disruptive to classmates as well as

instructors. If you are going to be tardy, an email from your Trocaire account, as recognized official means of communication, to the instructor must be made at least 15 minutes prior to the scheduled start time of that particular class. If you are not present when attendance is taken at the start of class, or if you have not called to leave a message saying you are going to be late, then you will be considered tardy.

Tardiness will result in a lowering of your final grade. Excessive tardiness can result in a grade of “FX” for the course and your course syllabi should be consulted.

Late 2 times = 3 point grade drop	Ex: (B+) to (B)
Late 3 times = 6 point grade drop	Ex: (B+) to (B) to (B-)
More than 3 times = 10 point grade drop	Ex: (B+) to (C+)

Cell Phone Policy

Cell phones must be silenced or shut off and out of sight during class/laboratory. Cell phones will not be used as a time piece or a calculator. Specifics for each course will be detailed in course/clinic syllabi.

Dress Code:

During the lecture part of classes, students may wear comfortable, appropriate and presentable clothing. It is expected that outfits will be clean and will not contain any offensive language or pictures.

“Tube tops”, “halter tops”, deep-set necklines, and very short, tight skirts and shorts should not be worn to class. Shirts and blouses must extend to the waistband. Underwear should not be visible above pants that are riding below the hip line. Sunglasses and hats are not to be worn in the classroom.

During lab sessions students will be expected to dress in their scrub uniforms. This creates an atmosphere of professionalism and prepares the student for active participation in simulating radiologic positions.

Social Media Policies

The student will respect the policies of confidentiality related to social media. Any statements, pictures or expressions that could cause harm or injury to an individual or to the school will be considered grounds for dismissal from the program. Recording of class is prohibited without prior approval. This includes tape recordings, video recordings, mobile/cell phone recordings, etc. Under no circumstance may any item be posted to online services such as YouTube, Facebook, Instagram, or Twitter.

Fraternizing While in a College/Clinical Environment

You are entering a field that requires you to conduct yourself professionally, both at the College and your clinical site. Your role is that of a student and you must conduct yourself accordingly.

Fraternization with the faculty, clinical instructors, technologists, or members of the Radiography Program is strictly prohibited while enrolled in the program. This includes but is not limited to: personal phone calls, texting, going out to eat/drink, “hanging out” after clinical hours, dating, or communicating/friending them on social media networks. The faculty, clinical instructors, clinical facilities staff, and the Radiography Program members are your professional leaders, not your personal friends. Please remember your role as a student and treat the faculty, clinical instructors, technologists, and the members of the Radiography Program with respect. These individuals are here to be your instructors and professional mentors in the field, and in order to have fairness and equity for all students they must be treated professionally.

Use of Personal Electronic Equipment

Students are prohibited from using personal electronic devices (i.e. cell phones, smart watches, or

wireless devices) in verbal or text mode for personal use during classroom, laboratory, or clinical. The only acceptable use of such devices is if a student intends to access an application/website to improve patient care but **only** after securing permission from his/her faculty member or clinical instructor. Students are permitted to access electronic devices only for documenting time and completing electronic paperwork. Blue tooth devices are prohibited in classroom, laboratory, or clinical areas at all times. Any use of electronic devices for personal reasons during classroom, laboratory or clinical areas is a breach of standards of professionalism and may result in the termination of the student's classroom, laboratory, or clinical learning experience.

Personal cell phones and/or pagers **are not to** be worn on the student's person during scheduled clinic hours. Phones may only be used for necessary personal business with permission of the faculty and clinical instructors only.

U. Complaint/Grievance Policy

Department/Program Level Complaint Policy:

Any student who feels they have been aggrieved in any manner relating to admissions, academic status, financial aid, or any College level policy should refer to the College Catalog for procedures to seek remedy.

Any student who feels they have received an erroneous grade or evaluation, or have been subjected to a violation or inequitable application of the program policies should pursue the following procedure:

1. If the nature of the complaint involves an individual course or faculty/staff member, the student should first seek an immediate resolution through a discussion with the faculty/staff directly involved in the incident. If the nature of the complaint involves the clinical setting, the student should contact their clinical preceptor and the Clinical Placement Coordinator to discuss the situation and work to resolve the matter.

- a. any corroborating documentation should be provided at this time, whether in the form of medical evidence or physician's documentation, communication between student and faculty/staff, or other supporting data.

2. If the student feels the matter has not been satisfactorily remedied through actions listed above, the student should request through official means of communication, consideration by the Program Director. An appointment to meet with the Program Director will be scheduled, no more than five business days from request. During this time, the Program Director will consult with the faculty/staff involved to obtain background information into the situation.

3. If no resolution is reached at the Program Director level, the matter will be brought to the Dean of Allied Health and Professions.

Note: A student may be removed from the clinical site for reasons related to the student's physical or emotional safety and well-being, and/or for reasons relating to unprofessional conduct, safety and/or the well-being of patients, students, faculty or hospital property.

The Radiologic Technology Program follows the student appeal process as outlined in the College Catalog. The complete Student Appeal process is published in the College Catalog and is available for review at www.trocaire.edu

Following the completion of the Student Appeal process, a student may contact the Joint Review Committee on Education in Radiologic Technology (JRCERT) in writing to pursue a timely and appropriate resolution of complaints regarding allegations of non-compliance with JRCERT Standards:

Joint Review Committee on Education in Radiologic Technology
 20 N. Wacker Drive, Suite 2850
 Chicago, IL 60606-3182
 Phone: (312) 704-5300
 Fax: (312) 704-5304
www.jrcert.org

V. Radiologic Technology Contingency Plan Policy

In the event of a catastrophic event that prohibits normal operation of college business, the Radiologic Technology program will follow the protocol outlined below, unless superseded by Trocaire College contingency plan/policy:

Communication: The Program Director will send an email to all students and faculty/staff identifying the nature of the event and instructions for conducting business within reasonable accommodations.

Instruction: If physical presence on campus is not allowable due to health or safety concerns, instruction will be conducted online until a time when a return to campus is possible.

Lab: If permitted by circumstances, students will be allowed on campus for labs in reduced numbers. If conditions bar on-campus labs, alternate solutions will be sought out by the Program Director based on the length of time such activities are not allowed. These could include, but may not be limited to: extension of program, simulation programs, make up time once a return is possible.

Clinical: Whenever possible, all efforts will be made to continue to allow students to attend clinical rotations. However, if students are unable to participate in clinical education, alternate solutions will be sought out by the Program Director based on the length of time such activities are not allowed. These could include, but may not be limited to: extension of program, simulation programs, make up time once a return is possible.

Critical support services: Faculty and staff will be available to the student via college email to address any questions or concerns and to facilitate the continuation of the educational experience. College wide support services will be prescribed by the College.

Timeframe: The length of time for which these protocols are implemented will be determined by the nature of the event, the College, and possibly external entities. The Program will make all attempts to return to normal operating practice as soon as possible, keeping in mind the safety of the students and the community.

Catastrophic event is defined as any event that could affect student learning and program operations and will be determined by the College, State, or Federal Government.

XI. CLINICAL SITE AFFILIATIONS

RADIOLOGIC TECHNOLOGY PROGRAM CLINICAL SITE AFFILIATIONS	
FACILITY NAME	PHONE NUMBER TO RADIOGRAPHY DEPT
Bertrand Chaffee Hospital	716-592-8169
Brooks Memorial Hospital	716-366-1111 ext.3935
Buffalo General Medical Center	716-859-1222
Buffalo Medical Group-Orchard Park	716-656-4901
Buffalo Medical Group-Williamsville	716-630-1178
Department of Veterans Affairs WNY	716-862-7820
DIA Invision Health	716-636-1902
Erie County Medical Center (ECMC)	716-898-4199
Excelsior Orthopedics- Amherst	716-250-9999 ext. 1231
Excelsior Orthopedics-Niagara Falls	716-250-9999

Excelsior Orthopedics-Orchard Park	716-250-9999
Genesee Orthopaedics-UMMC	585-343-9676
Great Lakes Medical Imaging- Orchard Park	716-256-1114
John R. Oishei Children's Hospital	716-323-2220
Kenmore Mercy Hospital	716-447-6163
Ken-Ton Open MRI	716-876-7000
Mercy Ambulatory Care Center (MACC)	716-828-2477
Mercy Diagnostic and Treatment Center (Med Park)	716-558-5115
Mercy Hospital	716-828-2375
Roswell Park Comprehensive Cancer Center	716-845-1266
Pinnacle Orthopedic & Spine	716-854-5700
Seton Imaging- Amherst	716-633-8675
Seton Imaging- North Tonawanda	716-332-1320
Sisters of Charity Hospital- Buffalo	716-862-1180
Sisters of Charity at St. Joseph's Campus-Cheektowaga	716-891-2469
Southtowns Imaging- Hamburg	716-649-9000 ext. 244
Southtowns Imaging- Orchard Park	716-558-5400
United Memorial Jerome Center- Bank Street	585-344-5225
United Memorial Medical Center- North Street	585-344-7368
University Orthopaedics/UBMD- Amherst	716-204-3289
University Orthopaedics/UBMD- Orchard Park	716-984-9013
WNY MRI Center- Genesee Street	716-855-2866
WNY MRI @ Park Club Lane- Williamsville	716-204-0028
Windsong Radiology- Hamburg	716-648-5900 ext. 8220
Windsong Radiology- Lancaster	716-631-2500 ext. 2151
Windsong Radiology- Williamsville	716-631-2500 ext. 2160
Windsong Radiology- West Amherst	716-691-1200 ext. 5330
Windsong Radiology- West Seneca	716-675-5600

XII. STRUCTURE OF CLINICAL EDUCATION FOR RADIOLOGIC TECHNOLOGY PROGRAM

Clinical Education for Radiologic Technology at Trocaire College is divided into six semesters. Each course where clinical is performed will be termed Clinical Education. The six semesters include the following:

1. RT 104 - Clinical Education I 1st Semester (Fall) Freshman
2. RT 108 - Clinical Education II 2nd Semester (Spring) Freshman
3. RT 109 - Clinical Education III Summer Session Freshman
4. RT 205 - Clinical Education IV 1st Semester (Fall) Sophomore
5. RT 210 - Clinical Education V 2nd Semester (Spring) Sophomore
6. RT 211 - Clinical Education VI Summer Session Sophomore

The syllabus for each Clinical Education Course will include the following criteria:

1. Course Descriptions for (freshman or sophomore students) and Prerequisites.
2. Type of Supervision
3. Objectives
4. Grading System
5. Competencies required during specific clinical courses

Clinical documents will contain the following:

- ARRT Radiography Clinical Competency Requirements
- Check List for Competency Testing
- Clinical Competency Evaluations Forms:
Semester/Session
C-arm
- Daily Log Sheet
- Repeat/Reject Log Sheet
- Clinical Education Course Evaluation – Midterm and Final
- Non-Compliance form
- Clinical Orientation to Policies and Procedures regarding Health & Safety
- Incident Report Form
- Latex Sensitivity Form
- Anecdotal Record Log Sheet *for Instructor's Use Only*

Reference for Clinical Education Courses

1. Curriculum Guide for Program in Radiologic Technology- The American Society of Radiologic Technologists- ASRT
2. Standards for an Accredited Educational Program in Radiologic Sciences – Joint Review Committee on Education in Radiologic Technology- JRCERT.

3. Content Specifications for the Examination in Radiography – ARRT

XIII. SUPERVISION – DIRECT SUPERVISION, INDIRECT SUPERVISION, REPEAT POLICY (JRCERT STANDARD FIVE, Objective 5.4)

A. Freshman Level Supervision/Direct Supervision

Direct Supervision is defined as a licensed radiographer/clinical instructor actually physically present for all radiographic procedures at the specific exposure site. Until students achieve the program's required competency in a given procedure, all clinical assignments are carried out under direct supervision of qualified radiographers. Following are the parameters of direct supervision.

1. The qualified radiographer is present during the procedure.
2. The qualified radiographer evaluates the condition of the patient in relation to the student's knowledge.
3. The qualified radiographer is physically present during the conduct of the procedure.
4. The qualified radiographer reviews and approves the procedure.

In support of professional responsibility for provision of quality patient care and radiation protection, unsatisfactory radiographs shall be repeated only in the presence of a qualified radiographer, regardless of the student's level of competency. (Source: JRCERT Standards)

B. Sophomore Level Supervision/Indirect Supervision

Indirect Supervision is defined as that supervision provided by a qualified radiographer/clinical instructor immediately available to assist students regardless of the level of student achievement. Students, once they have tested and showed competence on a specific exam (i.e. Routine Chest), may now receive indirect supervision on that particular exam. "Immediately available" is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use. Following are the parameters of indirect supervision.

1. The qualified radiographer is present to review the request for examinations.
2. The qualified radiographer evaluates patient condition and assign patients to students.
3. The qualified radiographer assists students as needed.
4. The qualified radiographer evaluate radiographs with the student and approves the procedure.

In support of professional responsibility for provision of quality patient care and radiation protection, unsatisfactory radiographs shall be repeated only in the presence of a qualified radiographer, regardless of the student's level of competency. (Source: JRCERT Standards)

C. Repeat Policy

In accordance with JRCERT Standards, students **are not** permitted to repeat any radiography without a qualified radiographer present, regardless of level of progression or supervision. The technologist will be the one to determine if the radiograph needs to be repeated as well as supervising the student in the repeat of the radiograph.

D. Mobile Radiography, Fluoroscopy, and Surgical Radiography

Direct supervision is required at all times, regardless of competency, for all mobile radiography (portable), fluoroscopic, and surgical radiography (c-arm) examinations.

XIV. MRI SAFETY PROTOCOL AND SCREENING POLICY

Magnetic Resonance Imaging (MRI) utilizes powerful magnetic fields to produce diagnostic images of the human body. While there are no risks due to ionizing radiation, there are still dangers associated with MRI and safety protocols to follow. Entering the MRI suite with ferromagnetic objects or surgically implanted devices poses a risk to anyone and is strictly prohibited.

For the safety of students, clinical personnel, and patients, the following protocols are in place:

- All students must complete an MRI acknowledgement and screening prior to attending clinical.
- All students must respect and follow all rules of MRI safety at all times.
- All students must comply with each clinical site's policies and procedures
- No student shall enter the MRI suite unless cleared and accompanied by appropriate personnel.

The screening tool, found in the Forms Manual, will be reviewed by the Clinical Placement Coordinator and placed in the students file.

Any changes that place metal in the body or physical alterations containing metal must be reported to the Clinical Placement Coordinator immediately.

MRI Safety Rules

- MRI safety policies and protocols for each clinical setting must be followed.
- Do not enter MRI safety zones unless cleared and accompanied by the MRI technologist.
- Assume the magnet is always ON.
- Magnetic items can become projectiles in the MRI environment and therefore are strictly prohibited in the MRI suite. Equipment designed specifically for use in the MRI suite is available within the department.

Failure to adhere to this policy will result in a Non-Compliance Form Violation and could be justification for immediate dismissal from the clinical site. Any such absence will considered unexcused and the time will need to be made up following stated guidelines with the Clinical Placement Coordinator.

XV. CLINICAL COURSES

RT104 Clinical Education I (Fall)

Clinical Orientation/Introduction (COI)

During RT104, prior to being introduced to the assigned clinical facility, all students will receive formal clinical orientation training at the college. This training supplements what the students are learning in the didactic courses during their first fall semester. The student receives instruction in the following topics as a means to prepare him/her for the clinical environment:

Introduction to Equipment
 Basics of an X-ray Exam
 Medical Terminology
 Professionalism in the Clinical Setting
 OSHA & HIPAA
 Kaleida Health and Catholic Health Systems Introduction
 Proper Body Mechanics/Patient Lifting and Transport
 Venipuncture and Vital Signs
 Medical, Legal, and Ethical Issues
 Sterile and Aseptic Technique
 The Culturally Responsive Healthcare Professional
 Healthcare Communication
 Program Policies and Clinical Center Orientation
 JRCERT accreditation and policies
 Introduction to Radiation Protection
 Proper Handwashing

Clinical Goals

The student experience includes clinical participation with:

1. Observation

2. Assistance to the Radiographer
3. Practice/performance under direct supervision of assigned examination
4. Critique of produced images

Type of Supervision

Direct supervision by College Instructor(s) and/or Clinical Adjunct Faculty, or Registered Technologist.

Objectives

The student will demonstrate competency in the following domains: Cognitive, affective, and psychomotor. Students will be able to complete a basic, routine patient examination. Students will demonstrate professional behavior in the clinical setting.

Terminal Competency

With the successful completion of RT104 Clinical Education I, the student will have complied with policies presented in the Trocaire College Catalog, Radiologic Technology Program Policy Manual, and the Code of Ethics of the American Registry of Radiologic Technologists.

All semester competencies must be completed during the semester in order to successfully complete RT104 and to progress to the next level within the Radiologic Technology Program.

RT108 Clinical Education II (Spring)

Clinical Goals

The student experience includes clinical participation with:

1. Observation
2. Assistance to the radiographer
3. Practice/performance under direct supervision of assigned examinations
4. Critique of produced images

Type of Supervision

Direct Supervision by College Instructor(s) and/or Clinical Adjunct Faculty, or Registered Technologist.

Objectives

The student will demonstrate competency in the following domains: Cognitive, affective, and psychomotor. Students will be able to complete a basic, routine patient examination. Students will demonstrate professional behavior in the clinical setting.

Terminal Competency

With the successful completion of RT108 Clinical Education II, the student will have complied with policies presented in the Trocaire College Catalog, Radiologic Technology Program Policy Manual, and the Code of Ethics of the American Registry of Radiologic Technologists.

All semester competencies must be completed during the semester in order to successfully complete RT108 and to progress to the next level within the Radiologic Technology Program.

RT109 Clinical Education III (Summer)

Clinical Goals

The student experience includes clinical participation with:

1. Observation
2. Assistance to the radiographer
3. Practice/performance under direct supervision of assigned examinations
4. Critique of produced images
5. Develop proficiency and confidence in the performance of routine radiographic procedures including: contrast studies, spines, cranium, portables/mobile work and the operating room.
6. Continue development in professional attitude and behavior.

Type of Supervision

Direct Supervision by College Instructor(s) and/or Clinical Adjunct Faculty, or Registered Technologist.

Objectives

The student will demonstrate competency in the following domains: Cognitive, affective, and psychomotor.

Students will be able to apply correct positioning and technical skills.

Students will demonstrate professional behavior in the clinical setting.

Students will adapt positioning skills for non-routine radiographic examinations.

Terminal Competency

With the successful completion of RT109 Clinical Education III, the student will have complied with policies presented in the Trocaire College Student Catalog, Radiologic Technology Program Policy Manual, and the Code of Ethics of the American Registry of Radiologic Technologists.

All semester competencies must be completed during this session in order to successfully complete RT109 and to progress to the next level within the Radiologic Technology Program.

RT205 Clinical Education IV (Fall)

Clinical Goals

The student experience includes clinical participation with:

1. Assistance to the radiographer
2. Practice/performance under indirect supervision of assigned examinations
3. Critique produced images
4. Develop proficiency and confidence in the performance of routine radiographic procedures including: contrast studies, spines, cranium, portables/mobile work and the operating room
5. Continue development in professional attitude and behavior
6. Participate, develop confidence and begin to function more independently
7. Utilize critical thinking and problem solving skills

Type of Supervision:

Indirect Supervision (Direct Supervision where required and when competence has not been

demonstrated) by College Instructor(s) and/or Clinical Adjunct Faculty, or Registered Technologist.

Objectives

The student will demonstrate competency in the following domains: Cognitive, affective, and psychomotor.

Students will be able to apply correct positioning and technical skills.

Students will demonstrate professional behavior in the clinical setting.

Students will adapt positioning skills for non-routine radiographic examinations.

Terminal Competency

With the successful completion of RT205 Clinical Education II, the student will have complied with policies presented in the Trocaire College Catalog, Radiologic Technology Program Policy Manual, and the Code of Ethics of the American Registry of Radiologic Technologists.

All semester competencies must be completed during the semester in order to successfully complete RT205 and to progress to the next level within the Radiologic Technology Program.

RT210 Clinical Education V (Spring)

Clinical Goals

1. Assistance to the radiographer
2. Practice/performance under indirect supervision of assigned examinations
3. Critique produced images
4. Develop proficiency and confidence in the performance of routine radiographic procedures including: contrast studies, spines, cranium, portables/mobile work and the operating room
5. Continue development in professional attitude and behavior
6. Utilize critical thinking and problem solving skills/applications in given situations (during competency performances)
7. Participate, develop confidence and begin to function more independently

Type of Supervision

Indirect Supervision (Direct Supervision where required and when competence has not been demonstrated) by College Instructor(s) and/or Clinical Adjunct Faculty, or Registered Technologist.

Objectives

The student will demonstrate competency in the following domains: Cognitive, affective, and psychomotor.

Students will be able to apply correct positioning and technical skills.

Students will demonstrate professional behavior in the clinical setting.

Students will adapt positioning skills for non-routine radiographic examinations.

Terminal Competency

With the successful completion of RT210 Clinical Education II, the student will have complied with policies presented in the Trocaire College Catalog, Radiologic Technology Program Policy Manual, and the Code of Ethics of the American Registry of Radiologic Technologists.

All semester competencies must be completed during the semester in order to successfully complete RT210 and to progress to the next level within the Radiologic Technology Program.

RT211 Clinical Education VI (Summer)

Clinical Goals

1. Assistance to the radiographer
2. Practice/performance under indirect supervision of assigned examinations
3. Critique produced images
4. Develop proficiency and confidence in the performance of routine radiographic procedures
5. Continue development in professional attitude and behavior
6. Utilize critical thinking and problem solving skills/applications in given situations (during competency performances)
7. Participate, develop confidence and be able to function mostly in an independent manner

All mandatory/elective competencies listed in the Radiography Clinical Competency Requirements designated by the ARRT must be completed during summer session (RT211) or the student will attend clinical for an additional period of time, at a site to be determined by the program. Students not in compliance will fail RT211.

Type of Supervision

Indirect Supervision (Direct Supervision where required and when competence has not been demonstrated) by College Instructor(s) and/or Clinical Adjunct Faculty, or Registered Technologist.

Objectives

The student will demonstrate competency in the following domains: Cognitive, affective, and psychomotor. Students will be able to apply correct positioning and technical skills. Students will demonstrate professional behavior in the clinical setting. Students will adapt positioning skills for non-routine radiographic examinations.

Graduate Terminal Competency

At the completion of RT211, the student will be able to:

1. Successfully perform all competencies related to basic and advanced radiographic procedures
2. Successfully perform the highest level of competencies regarding patient care
3. Maintain the highest level of interpersonal and communicative relationships
4. Conform to the Code of Ethics that governs the profession of Radiologic Technology
5. Utilize both the academic and clinical criteria for successful completion of the American Registry of Radiologic Technologists Examination and New York State Requirements
6. Pursue employment opportunities and continuing education possibilities

With the successful completion of RT211, the student will have complied with policies presented in the Trocaire College Catalog, Radiologic Technology Program Policy Manual, and the Code of Ethics of the American Registry of Radiologic Technologists.

XVI. CLINICAL ROTATIONS/OBSERVATIONS IN MAMMOGRAPHY

In accordance with standards set by the Joint Review Committee on Education in Radiologic Technology (JRCERT), it has been determined that Radiologic Technology programs must make every effort to place a male student, should they request it, in a mammography rotation or observation experience. However, programs will not be expected to override clinical affiliate site policies that restrict mammography rotations/observations to female students. Therefore the radiography program sponsored by Trocaire College has revised its policy, effective August 2017, regarding the placement of students in clinical mammography 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 new policy, all students, male and female, will be offered the opportunity to participate in clinical mammography rotations/observations. The program will make every effort to place a male student in a clinical mammography rotation/observation 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 setting 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 mammographic imaging procedures 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 sound rationale presented in a position statement on student clinical mammography rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 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, or by copying the following hyperlink into your URL:

jrcert.org/sites/jrcert2/uploads/documents/Mammography_Position_Statement_FINAL_4-27-16.pdf

XVII. SIGNATURE OF ACKNOWLEDGEMENT PAGE

**STUDENT SIGNATURE PAGE IS REQUIRED TO DOCUMENT RECEIPT AND
ACKNOWLEDGEMENT OF MEDICAL IMAGING DEPARTMENT RADIOLOGIC
TECHNOLOGY PROGRAM POLICY AND MANUAL AND INFERS AGREEMENT TO ABIDE BY
ALL POLICIES CONTAINED HEREIN.**



**Radiologic Technology Department
Memorandum of Agreement**

This signature validates that I have read and fully understand the Trocaire College Radiologic Technology Program Policy Manual and that I will abide by its guidelines for the duration of time that I am in the Radiologic Technology Program.

Student Signature: _____ Date: _____

Student Name (printed): _____

Program Director's Signature: _____ Date: _____