



Medical Imaging Department

RADIOLOGIC TECHNOLOGY

Program Policy Manual

2023-2024

Welcome to the Prospective Student or the Incoming Student:

Our primary mission as a Catholic and Mercy institution is education excellence with a commitment to teaching and service. As a new student, our program provides an inclusive environment where self-discovery and career development cultivate healthcare professionals.

As you embark on your professional journey in the Radiologic Technology program, you will immerse in specialized training focused on academics, professionalism, and hands-on clinical experiences. We encourage students to participate in the Radiologic Technology Club and Radiologic Technology Societies. More involvement surrounding your chosen career in imaging affords more benefits, such as building relationships, developing problem-solving skills, and the freedom to explore other advanced imaging modalities.

The learning experiences you will encounter must be understood and adhered to according to the guidelines. To help you achieve a higher education at Trocaire College, we have created this manual to provide you with some basic guidelines and essential information. 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.

This instructional guide has been designed to supplement 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).

We are proud of the Radiologic Technology program because of its extraordinary history and acclaimed reputation. We are especially proud of the students who have chosen to earn their imaging degrees at Trocaire College and who have remained dedicated to serving their community as healthcare professionals. In addition, years of reported program efficacy data reflect the high caliber and commitment to higher education by the students who have come before you. At the end of your two-year achievement, we aim for you to become part of the Trocaire College alumni.

Best Regards,

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Dean of Allied Health and Professions

Adrienne Earsing MS, RT(R), RDCS  
Acting Program Director of Imaging

## TROCAIRE COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM POLICY MANUAL

Trocaire College Radiologic Technology Program reserves the right to change the policies contained within this handbook. Notice is optional 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 and those described in the Trocaire College Catalog.

All students engaged in school-related activities at off-campus locations, i.e., clinical education, are bound by the policies, agreements, or other stipulations set forth by the affiliate site and the policies set forth herein.



**1895**



**Today**

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<b>TABLE OF CONTENTS</b>	
<b>I. Mission, Program Outcomes, Profession Responsibilities, and Program Standards</b>	<b>7</b>
<b>II. Code of Ethics of the American Registry of Radiologic Technologists</b>	<b>9</b>
<b>III. Program Overview</b>	<b>10</b>
<b>IV. Program Costs and Fees</b>	<b>11</b>
<b>V. Program Course Descriptions</b>	<b>11</b>
<b>VI. Credit Hour Assignment Policy</b>	<b>14</b>
<b>VII. College Grading Policy</b>	<b>17</b>
<b>VIII. Academic Dishonesty</b>	<b>17</b>
<b>IX. Services for Students with Disabilities</b>	<b>18</b>
<b>X. College Safety and Security</b>	<b>19</b>
<b>XI. Channels of Communication – Radiologic Technology Department Organization</b>	<b>20</b>
<b>XII. Student and Faculty Expectations</b>	<b>21</b>
<b>XIII. Course and Instructional Evaluation</b>	<b>22</b>
<b>XIV. Program Policies</b>	<b>23</b>
<b>A. Health Policies</b>	<b>23</b>
<b>B. CPR Policy</b>	<b>24</b>
<b>C. Drug and Alcohol Policy</b>	<b>25</b>
<b>D. Technical Standards</b>	<b>26</b>
<b>E. Pregnancy Policy</b>	<b>29</b>
<b>F. Radiation Safety and Protection</b>	<b>31</b>
<b>G. Student Incidents/Injuries</b>	<b>34</b>
<b>H. Latex Sensitivity Statement</b>	<b>34</b>
<b>I. Communicable Diseases</b>	<b>34</b>
<b>J. Attendance Policy</b>	<b>34</b>
<b>K. Dress Code</b>	<b>36</b>
<b>L. Clinical Assignments</b>	<b>37</b>
<b>M. Clinical Remediation</b>	<b>38</b>
<b>N. Progression in the Radiologic Technology Program</b>	<b>38</b>
<b>O. Readmission Policy</b>	<b>38</b>
<b>P. Transfer/Advanced Placement Students</b>	<b>39</b>
<b>Q. Testing Policy</b>	<b>40</b>
<b>R. Cell Phone Policy</b>	<b>41</b>
<b>S. Social Media Policy</b>	<b>41</b>
<b>T. Fraternization Policy</b>	<b>41</b>
<b>U. Disciplinary Action</b>	<b>42</b>
<b>V. Complaint/Grievance Policy</b>	<b>42</b>
<b>W. Contingency Plan Policy</b>	<b>43</b>
<b>XV. Supervision – Direct Supervision, Indirect Supervision, Repeat Policy</b>	<b>43</b>
<b>XVI. Structure of Clinical Education for Radiologic Technology Program</b>	<b>45</b>
<b>XVII. MRI Safety Protocol and Screening Policy</b>	<b>45</b>
<b>XVIII. Clinical Rotations/Observations in Mammography</b>	<b>46</b>
<b>XIX. Clinical Site Affiliations</b>	<b>47</b>
<b>XX. Non-compliance Form</b>	<b>49</b>
<b>XXI. Signature of Acknowledgement Page</b>	<b>51</b>

## TROCAIRE COLLEGE

### RADIOLOGIC TECHNOLOGY PROGRAM

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

##### Trocaire College Mission Statement

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 various professions and 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.

##### Trocaire College Vision Statement

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

##### Radiologic Technology Program Mission Statement

Grounded in Mercy and service to the 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 operative principles of Trocaire College in presenting a comprehensive education to its students.

##### Program Learning Outcomes

Objective 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

Objective 2: At the end of the program, the student will demonstrate effective communication skills

- The student will utilize appropriate oral communication skills
- The student will exhibit good written communication skills

Objective 3: At the end of the program, the student 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

Objective 4: At the end of the program, the student 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

The program mission and goals are assessed through analysis of didactic (academic) student learning outcomes, clinical competency, and program effectiveness data. Assessment is conducted continuously, and results are shared via the program website, department meetings, and program 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; and computer image acquisition and image enhancement. 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 performing 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 to enhance the quality of patient care.

#### Basic responsibilities of a Radiologic Technologist

- \* A Radiologic Technologist uses critical thinking and independent judgment to obtain a diagnostic imaging study while maintaining quality patient care and minimizing radiation exposure
- \* Radiologic Technologists take images of the human body to assist in the diagnosis of medical conditions
- \* Radiologic Technologists prepare patients for radiographic examinations by explaining the procedure and positioning the patient so that parts of the body can be appropriately radiographed
- \* 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
- \* 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
- \* Radiologic Technologists use image receptors to produce radiographs using computerized acquisition systems
- \* Radiologic Technologists analyze the images for diagnostic quality and anatomical details
- \* Radiologic Technologists consult with physicians, surgeons, and other specialists
- \* 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 coworkers from unnecessary radiation exposure
- \* Radiologic Technologists keep clear electronic patient records, including pertinent medical history and examination information
- \* Radiologic Technologists provide support for patient-centered care



### Availability of Program Standards

As 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 on Education in 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 online at [www.jrcert.org](http://www.jrcert.org)

The contact information for the JRCERT:

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 as 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](http://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 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). The curriculum is derived from guidelines developed by the American Society of Radiologic Technologists (ASRT).

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 License to practice as a radiographer. If the answers are in the affirmative, the 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](http://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 the 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. PROGRAM COST AND FEES**

Radiologic Technology students pay Trocaire College Tuition and Fees, including Health Care Resource Fees, College Fees, and Summer Clinical Charges, as described in the College Catalog.

Additionally, Radiologic Technology students are responsible for the following expenses:

- \* Trajecsyst \$150
- \* CPR \$50-100
- \* Books \$500-\$800
- \* Immunizations/Annual Physical Variable, depending on individual insurance
- \* Uniforms \$50-\$75
- \* Travel (to/from clinical and campus) Variable, depending on location/Parking fees
- \* Lead Markers \$15-\$40
- \* New York State License \$120
- \* ARRT Registry Exam \$225

#### **V. PROGRAM COURSE DESCRIPTIONS**

##### Semester I, Fall

- \* BIO130/130L must be taken prior to or concurrently with RT Semester I coursework

##### **RT101** Image Acquisition & Evaluation (3 credits)

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 use of automatic exposure control and technique charts.

##### **RT102** Radiographic Procedures I (2 credits)

This lecture component course begins with an introduction to the specific nomenclature, as well as the 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.

**RT102L Applied Radiographic Procedures I (1 credit)**

The College laboratory component of Radiographic Procedures I contains anatomy and positioning applications, as well as image critique sessions. Two laboratory hours.

**RT103 Patient Care and Management (2 credits)**

This course is designed to assist the student to develop both general and specific interactive skills in patient care. It focuses on record maintenance, administrative procedures, ethics and medico-legal issues, patient safety, patient transfer, vital signs, emergency situations, infection control, oxygen delivery, and monitoring of medical equipment. Also included are units on pharmacology, drug administration, and contrast media.

**RT104 Clinical Education I (3 credits)**

This course requires practical clinical application of knowledge and skills and involves clinical experience in general radiographic areas and contrast studies. It is provided at the College's clinical affiliates with a competency-based system of evaluation.

Semester II, Spring

- \* Prerequisites: Radiologic Technology Semester I (RT101, RT102, RT102L, RT103, and 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.

**RT106 Radiographic Procedures II (2 credits)**

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.

**RT106L Applied Radiographic Procedures II (1 credit)**

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 examinations, correlating with image critique sessions.

**RT108 Clinical Education II (3 credits)**

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 provided at the College's clinical affiliates with a competency-based system of evaluation.

**RT111 Digital Image Acquisition & Display (3 credits)**

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.

Semester III, Summer Session

- \* Prerequisites: Radiologic Technology Semester II (RT111, RT106, RT106L, and RT108) and BIO131/131L all with a grade of "C" or better.

**RT109 Clinical Education III (4 credits)**

The only summer clinical component, the student continues to gain experience in general radiographic and contrast studies, as well as portable and surgical radiography. It is provided at the College's clinical affiliates with a competency-based system of evaluation.

Semester IV, Fall

\* Prerequisites: Radiologic Technology Semester III (RT109) with a grade of "C" or better.

**RT202 Radiation Physics & Protection (3 credits)**

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 measure. All aspects of radiation protection and dose reduction for patients and occupational radiation workers are explained.

**RT203 Applied Radiographic Pathology (3 credits)**

This course provides the student with investigation into 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 are 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.

**RT212 Sectional Anatomy for the Radiographer (1 credit)**

This course is designed to provide the Radiologic Technology student with an introductory overview of the 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, and pelvis with an overview of the extremities.

**RT205 Clinical Education IV (6 credits)**

In the second year, students continue to gain general radiographic experience, as well as begin experiences with special procedures, the emergency room, and other imaging areas. These areas may include CT (computerized tomography) and MRI (magnetic resonance imaging). All experiences are provided at the College's clinical affiliates with a competency-based system of evaluation.

Semester V, Spring

\* Prerequisites: Radiologic Technology Semester IV (RT202, RT203, RT212, and RT205) all with a grade of "C" or better.

**RT201 Equipment Operation & Maintenance (3 credits)**

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.

**RT207 Radiation Biology (2 credits)**

The course explores radiation biology 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 non-stochastic (deterministic) and/or stochastic (probabilistic). The effects of radiation on tissue, organs, and whole body systems are presented with in-utero and genetic effects.

**RT209 Advanced Topics for the Radiographer (2 credits)**

This course offers the student a variety of integrated topics such as advanced positioning methods, special procedures, interventional radiography, and CT. Career development engages the student with resume preparation and mock interviews. The student technologist will be prepared to contribute to the diagnostic imaging team upon completion of this course.

**RT210 Clinical Education V (6 credits)**

Specialty clinical experiences continue as the students demonstrate applications of knowledge and skill. It is provided at the College's clinical affiliates with a competency-based system of evaluation.

**VI. 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 who 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:

<b>Lectures and Seminars: Classroom / Faculty Instruction and Outside Student Work</b>					
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):

<b>Laboratory: Classroom / Faculty Instruction and Outside Student Work</b>					
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)

Clinical: 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:

<b>Clinical: Classroom / Faculty Instruction and Outside Student Work</b>					
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)
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## VII. COLLEGE GRADING POLICY

The Radiologic Technology Program adheres to Trocaire's Grading Policy

Quality Points	Letter Grade	Letter # Range
4.00/4.00	A+	97–100%
4.00/4.00	A	93–96%
3.67/4.00	A–	90–92%
3.33/4.00	B+	87–89%
3.00/4.00	B	83–86%
2.67/4.00	B–	80–82%
2.33/4.00	C+	77–79%
2.00/4.00	C	73–76%
1.67/4.00	C–	70–72%
1.33/4.00	D+	67–69%
1.00/4.00	D	63–66%
0.67/4.00	D–	60–62%
0.00/4.00	F	< 60%
0.00/4.00	WA	Withdrawal Unsatisfactory Attendance
0.00/4.00	W	Withdrawal (without academic penalty)
0.00/4.00	I	Incomplete
0.00/4.00	IP	In Progress
0.00/4.00	S	Satisfactory
0.00/4.00	U	Unsatisfactory
0.00/4.00	AU	Audit
0.00/4.00	Z	Academic Amnesty

***\*A student cannot progress to the next level in the Radiologic Technology Program if they receive 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.***

## VIII. ACADEMIC DISHONESTY

Academic endeavors demand personal honesty and integrity 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:

- Cheating – giving or receiving answers on required/evaluative material, using materials or aids forbidden by the instructor, alteration of academic records, unauthorized possession of examinations, or falsification of admissions, registration, or other related college materials.

- b. Plagiarism – the offering of someone else’s work as one’s own, using materials from another source without acknowledgment, including the reprinting and/or importing, in whole or in part, term papers found on internet sites without acknowledgment.
- c. Interference – interfering with the work of another student by either obtaining, changing, or destroying the work of another student.
- d. Buying or selling – term papers, homework, examinations, laboratory assignments, or computer programs/assignments.
- e. Falsifying – one’s own or another’s records
- f. Knowingly assisting – assisting someone who engages in the items 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,
  - i. Lowering a grade or failure for a particular assignment
  - ii. 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 the context of the College, such as,
  - i. Disciplinary probation – may include a mandatory repeat of a course, etc
  - ii. Dismissal from the program
- c. The Program Director may recommend to the Vice President for Academic Affairs that the student be suspended or 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.

### **IX. 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 the Amendment Act of 2008, the College provides services on an individual basis for students with disabilities. Students are required to provide documentation to indicate the need for services.

Students are encouraged to contact the Wellness Center 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, an 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

- a. Students must make an appointment with the Wellness Center.
- b. The Wellness Center 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.
- c. If the student has:
  - i. No prior documented disability, then the student will be referred for appropriate evaluation.
  - ii. 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.
- d. After proper documentation has been submitted, please allow at least (5) business days before accommodations are granted.
- e. A letter will be given to a student's instructors informing them of the accommodations.
- f. Students must sign up in the PLC at least three (3) days before the test/exam/quiz is to take place. Accommodations will not be granted without the appointment.
- g. Students must meet with the Wellness Center 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](http://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 related information only as far as it affects their functioning in their respective areas of responsibility.

## **X. COLLEGE SAFETY AND SECURITY (JRCERT STANDARD FIVE, OBJECTIVE 5.5)**

Campus Safety and Security at Trocaire College works in conjunction with students, faculty, and staff to ensure 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 the Director of Facilities, Choate Campus Room 337.

### 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 of faculty, staff, administration, and students.

### Campus Safety and Security Phone Numbers

Main Desk Choate Campus: 716-827-2500

Choate Campus Emergency (only after 6:30 pm, use an outside line): 716-445-2104

### Fire Safety

If the alarm sounds, all occupants of the building must evacuate 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.

## **XI. CHANNELS OF COMMUNICATION – RADIOLOGIC TECHNOLOGY DEPARTMENT ORGANIZATION**

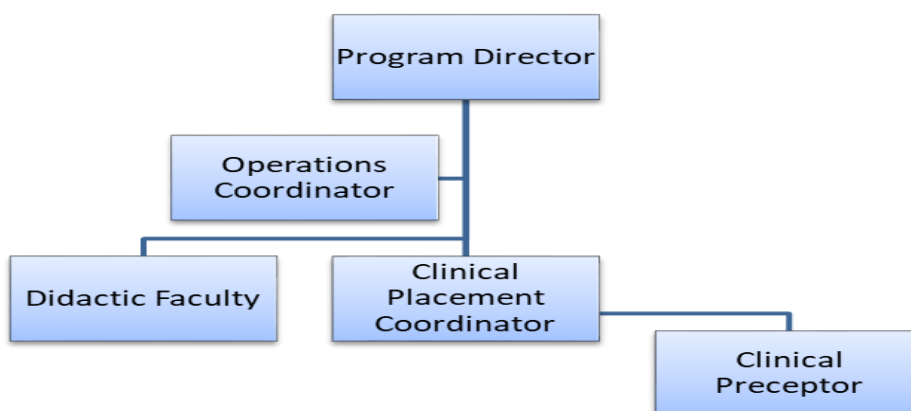
### Channels of Communication

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

STEP II – If the matter is of clinical nature – Clinical Placement Coordinator Mrs. Andrea Dickens

STEP III – Program Director  
Mrs. Adrienne Earsing

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



### 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. The 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 classroom and laboratory instruction, including 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.

## **XII. STUDENT AND 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 a strong motivation to succeed. In order to work together successfully, students and faculty need mutual expectations.

### Students may expect the following from the faculty:

- a. Classroom instruction and activities designed to emphasize important information
- b. Faculty to function as role models and mentors
- c. Clinical experiences allow the application of theoretical knowledge to practice with appropriate supervision
- d. Assignments that are designed to meet classroom objectives and clinical competencies
- e. Assignments that are returned at an agreed upon time
- f. Classes and laboratories that begin and end on time
- g. Office hours observed as stated

### Students are expected to:

- a. Be informed of and adhere to College wide and Program specific policies and procedures
- b. Report to classes and laboratories on time and be prepared to learn
- c. Read assignments and objectives prior to classes and laboratories
- d. Submit assignments on time

- e. Report to the clinical education center on time, in proper attire according to the dress code, and be prepared to provide safe and effective care
- f. Treat each patient with dignity and respect
- g. Adhere to the clinical preceptor's directives in all aspects of patient care
- h. Maintain confidentiality regarding patient information, which includes strict adherence to HIPAA guidelines
- i. Seek appropriate guidance by contacting instructors for an appointment to be held during the instructor's scheduled office hours
- j. Make and keep scheduled appointments
- k. Complete clinical competencies within the required period of time
- l. Check the appropriate bulletin board(s) and Trajecsyst for current information
- m. Read and initial the personnel monitor report(s)
- n. 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 can be found posted on individual office doors and in the course syllabus. Faculty may also be contacted by leaving a message via voicemail or email.

### **XIII. COURSE AND INSTRUCTIONAL EVALUATION**

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 online via the Trocaire website and includes a rating scale and an opportunity to write comments. Evaluation forms are reviewed by the individual faculty member and the Program Director. Students are also asked to rate clinical instructors. These evaluations are used for individual growth and improvement in teaching responsibilities, as well as overall program improvement. In addition to students, faculty members undergo annual evaluations by peers, supervisors, 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/or the Clinical Placement Coordinator if all student/program/college requirements have been met, where students will be asked to complete an Exit Survey and share plans for their professional future. If not all student/program/college requirements have 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.

#### XIV. PROGRAM POLICIES

##### A. HEALTH POLICIES

In order to participate in the Radiologic Technology Program, students must be at least 18 years old by the first day of classes, must be in good health, free from communicable diseases, and be physically and emotionally capable of performing all of the required responsibilities of clinical experience and program objectives. Additionally, students must meet the age and 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 record, 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 duties unless they are free from a health impairment which is of the potential risk to patients or personnel or which might interfere with the performance of duties, including 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 dates will be distributed by the Program.

*Students are required to submit and maintain compliance with the following:*

<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"> <li>New or copy of a recent exam</li> </ul>	Annually
TB (PPD) skin test - in previous 12 months	<ul style="list-style-type: none"> <li>New test is required yearly</li> <li>A recent copy from your employer is acceptable</li> <li>If any previous test was <b>positive</b>, list test type, treatment dates and latest x-ray date/result, include copy of x-ray report</li> </ul>	Annually
Measles/Mumps/Rubella (MMR) - one option must be met	<ul style="list-style-type: none"> <li>Two doses after 12 months of age OR</li> <li>Measles (Rubella) 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</li> </ul>	One time
Varicella (Chickenpox or Shingles) - one option must be met	<ul style="list-style-type: none"> <li>Two doses of immunizations OR</li> <li>Blood titer documenting immunity</li> </ul>	One time

Hepatitis B - one option must be met	<ul style="list-style-type: none"> <li>• Vaccine – series of three and dates OR</li> <li>• Positive Hepatitis B Antibody Test and date OR</li> <li>• Signed OSHA declination form</li> </ul>	One time
Tetanus Pertussis-Diphtheria (TDAP) – one option must be met	<ul style="list-style-type: none"> <li>• Vaccine series as a child AND</li> <li>• Tetanus-Diphtheria booster less than 10 years ago OR annual declination</li> </ul>	One time and Every 10 years/annual
Influenza (Flu shot)	<ul style="list-style-type: none"> <li>• Immunization for current flu season OR</li> <li>• Signed declination waiver and mask compliance per site protocol</li> </ul>	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"> <li>• American Heart Association Provider Level</li> <li>• American Red Cross Provider Level</li> </ul> <b><i>Online only courses are not accepted!</i></b>	Every 2 years
HIPAA – within 12 months	<ul style="list-style-type: none"> <li>• Provided by Program at start of Fall semester</li> </ul>	Annually
Covid-19	<ul style="list-style-type: none"> <li>• Vaccine</li> </ul>	One time

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. The student must sign the “Declination of Influenza Vaccination for Health Care Personnel” form and could be expected 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 the 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.

#### **B. 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(s) will be counted as unexcused.

Acceptable CPR (2-year) Certifications:



American Heart Association BLS for the Healthcare Provider Level

American Red Cross BLS/CPR for Healthcare

\*Online only classes are NOT accepted; students must participate in a hands-on practical class

**C. DRUG AND ALCOHOL POLICY (JRCERT STANDARD FIVE, OBJECTIVE 5.5)**

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 or in the laboratory setting.

Reasonable suspicion testing must be based on specific observations concerning the appearance, behavior, or speech of a student. When an incident occurs that leads the observer to believe that drugs or alcohol may be involved, including any accident that results in or has the potential to cause injury or property damage, the suspected student's supervisor (Clinical Preceptor, Lab 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 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 observation 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.

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

Drug testing will generally be conducted by urinalysis for drugs and by breathalyzer for alcohol and will include testing for 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 an 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 disciplinary procedures and sanctions listed in the Student Handbook, including probation, suspension, or dismissal.

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 specific 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 professional and, if appropriate, enter a treatment program.

#### Confidentiality

All medical information, including drug or alcohol test results or treatment, 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.

### **D. TECHNICAL STANDARDS**

Physical, mental and emotional stamina and overall well-being are essential to being able to perform your duties as a student radiologic 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.

### Physical

Visual acuity is necessary for watching patients' vital signs and for accurate image acquisition for all radiographic examinations.

Hearing and speech needs to be sufficient to communicate effectively and efficiently with all patients. Communication includes not only speech but also reading and writing. The applicant/radiologic technology student must be able to:

- a. Read and comprehend technical and professional materials
- b. Follow verbal or written instructions in order to correctly and independently perform procedures
- c. Clearly instruct patients prior to, during, and after procedures
- d. Communicate with faculty members, fellow students, staff, and other healthcare professionals verbally and in a recorded format (writing, electronically, telephone, etc.)

The applicant/radiologic technology student must have manual dexterity and good physical coordination to position patients and to operate and transport radiographic equipment with a full range of motion, utility of arms, hands, and fingers in order to perform examinations and operate the 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 wheelchairs 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.

### 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; solving problems using advanced critical thinking skills; implementing mature decision-making and reasoning; analyzing and critiquing images for density, contrast, anatomical detail, and proper positioning; using 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 Radiologic Technologist 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 the risk of injury to a patient and/or themselves. A Radiologic Technologist supports and promotes the activities of fellow students and health care professionals by displaying honesty, compassion, ethics, and responsibility. Radiologic Technologists always safeguard and preserve the confidentiality of patient information in accordance with policy. Radiological Technologists interact with various people in the course of their duties and must be able to appropriately interact with them to obtain necessary information and to perform examinations.

#### Technical

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

- a. Patient education
- b. Patient care and management
- c. Radiation protection, including wearing a lead apron or thyroid shield
- d. Obtaining an appropriate medical history
- e. Adapting imaging techniques according to pathologies and patient needs
- f. Configuring and operating equipment safely and properly
- g. Critiquing images for diagnostic quality
- h. Determining if contrast is indicated, taking the appropriate actions, and cautions

Therefore, imaging students should be able to:

- \* Hear faint sounds from a distance of 6-10 feet and with a stethoscope (with/without hearing aids)
- \* Have correctable 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.
- \* Have the olfactory ability to detect smoke, noxious odors, and patient conditions
- \* Stand and walk continuously for up to 10 hours at a time
- \* 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 36 inches from the ground
- \* 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 judgment through daily routines and when faced with moral and ethical situations
- \* Perform basic resuscitation and emergency procedures
- \* 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

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.*

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.

#### **E. PREGNANCY POLICY (JRCERT STANDARD FIVE, OBJECTIVE 5.1)**

Should any student suspect pregnancy, it is HIGHLY RECOMMENDED that the student meets with the Program Director, Clinical Placement Coordinator, Radiation Safety Officer, and Title IX Coordinator. However, disclosure is VOLUNTARY, and declaration/withdrawal of such declaration must be made in writing.

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 course 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 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 radiologic technology students are instructed 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 designated 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 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 titled “Pregnancy Declaration.”

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

- 1) The student will submit a statement from her physician verifying pregnancy and expected due date. The statement must include the physician’s recommendations as to which of the following options would be advisable:
  - i. 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
  - ii. Continuation at full-time status without restrictions in the classroom, but limited rotation in fluoroscopy and portable/surgical procedures (high radiation areas), following Radiation Safety precautions
  - iii. Continuation at full-time status without restrictions in clinic, classroom, or 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 Continuation 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:
  - i. Consultation with the program’s Radiation Safety Officer prior to continuation in the college laboratory and clinical assignments. At this time, the physician’s medical clearance is required.
  - ii. 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 will include:

- a. 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 gestational period
  - b. 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 the monthly dose equivalent limit. The RSO will review the past exposure history and may adjust working conditions to avoid the monthly dose equivalent limit of 50mrem to the declared pregnant student. (NYS Sanitary Code, Chapter 1, Part 16.6, h. 4/18/01)
  - c. 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 the embryo/fetus. (NYS Sanitary Code, Chapter 1 – Part 16.11, b (2). 4/18/01)
  - d. 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.
  - e. The RT faculty and clinical preceptor 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/surgical work.
  - f. ALARA principles of time, distance, and shielding must be utilized by the pregnant student.
  - g. 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 preceptor and the RSO immediately.
- iii. Upon completion of the counseling session and receipt of written material, the pregnant student will sign a form attesting to the meeting.

**F. CODE OF FEDERAL REGULATIONS (Title 29, Part 570.57)**

Exposure to radioactive substances and ionizing radiation. Students must be at least 18 years old by the first day of classes.

**RADIATION SAFETY AND PROTECTION (JRCERT STANDARD FIVE, OBJECTIVE 5.1)**

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:

- 1) New York State Department of Health, Bureau of Environmental Radiation Protection:
  - i. Sanitary Code Chapter I – Part 16
  - ii. Public Health Law – Article 35 – Practice of Radiologic Technology
  - iii. Chapter II Administrative Rules and Regulations, Subchapter L – Part 89 – Practice of X-Ray Technology
  - iv. Publications, Newsletters, Articles
- 2) 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.

During the course of the Radiologic 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 an attempt to minimize the time of an exposure, maximize the distance for personnel and others in the exposure area from the primary beam, and shield themselves, the patient, and 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 ensure they are properly protected under all circumstances (mobile, fluoroscopy, etc.).
- \* Practice the ALARA concepts of time, distance, and shielding.
- \* 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 are presented in lecture/lab courses throughout the program and are to be implemented PRIOR to making any exposure or being in the area of exposure to radiation.

- 1) RT Students: proper lead shielding should be worn at all times. Lead shielding MUST be worn while involved in fluoroscopy, mobile, and surgical radiography.
- 2) Patients: The student is expected to exercise sound radiation protection practices for the patient's welfare at all times, adhering to ALARA principles
- 3) Provisions for Radiation Safety Rules require:
  - a. Mechanical devices instead of persons must be used whenever possible to immobilize patients
  - b. Women of childbearing age and persons under the age of 18 must never be used to hold patients



- c. In adherence with JRCERT regulations, at no time will a student hold a patient during exposure
  - d. Any person other than the patient who remains in an x-ray room during exposure must be protected with shielding devices such as lead aprons and gloves
  - e. lead shielding will be provided to a patient whenever radiation sensitive organs lie within or near (2 inches) the primary beam unless shielding would obscure essential diagnostic information\*
- \* *Consistent with JRCERT Position Statement on Gonadal Shielding in the Clinical Setting, the RT program is modifying its policy on shielding. Student radiographers will still be required to wear protective lead shielding during fluoroscopy, mobile, and surgical radiography. The use of protective lead shielding for the patient will no longer be "every patient, every time" but will align with the individual clinical facility policy.*

#### Radiation Monitoring Device

Each 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/TLD at the required time. Badges are distributed by the Radiation Safety Officer (RSO), who will collect the old and provide the new monitor. Failure to meet the RSO's due date may result in adverse consequences.

- 1) Radiation Monitoring Device – Lost/Damaged
  - a. If the TLD is lost or damaged beyond usefulness, the student must notify the Clinical Placement Coordinator within 24 hours of the incident.
  - b. The student will not be allowed into the clinical education or laboratory setting until a replacement device is obtained. The time away is counted as an unexcused absence and is subject to the Medical Imaging Department Non-Compliance Form.
  - c. TLD \$25 deposit return at program completion.
- 2) Radiation Monitoring Report/Exposure Records
  - a. 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 file.
  - b. 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 limits\*\*, the RSO is to immediately notify the Program Director, verbally and in writing (email). Additionally, the RSO will notify the student verbally and in writing (email). At this time, the student, upon direction from the RSO and the Program Director, may be asked to:
    - i. Cease clinical assignment until an investigation into the radiation monitoring report can be completed to ensure accuracy
    - ii. Schedule an appointment to meet with the Clinical Placement Coordinator for the necessary course of action and radiation counseling

- iii. Develop a course of action in conjunction with program personnel to ensure the health and safety of the student
- c. A copy of the radiation monitoring report will be filed in the RSO's office for confidentiality. The most current radiation monitoring report will be posted on Trajecsyst for student review. Students will be identified by badge number only to ensure confidentiality.
- d. It is the responsibility of the student to review the report and initial, indicating acknowledgment. Failure to review and sign the report within the stated timeframe will result in a Medical Imaging Department Non-Compliance Form.

*\*\*The program's threshold for incidents in which dose limits are exceeded is considered to be an average biannual dose of 120mrem or 1.2mSv. The Annual Occupational Dose Limit to the whole body is 5000mrem or 50mSv. All doses are taken from NRC Title 10 of the Code of Federal Regulation, Part 20 (10 CFR 20)*

#### **G. 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. 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.

#### **H. 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 and submit it to the Clinical Placement Coordinator.

#### **I. COMMUNICABLE DISEASES (JRCERT STANDARD FIVE, OBJECTIVE 5.5)**

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

- 1) Contact the Wellness Center to discuss the condition (716-827-2579)
- 2) Obtain and submit a written physician's release to return to classes and/or clinical

#### **J. ATTENDANCE POLICY**

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

Attendance is mandatory, with excessive unexcused absences resulting in a grade of WA (Administrative Withdrawal). Excused absences include only valid medical and legal obligations with proper documentation.

- All medical notes and/or legal documentation must be submitted to the faculty **within 48 hours** from the date of the absence. Medical notes must indicate the

student illness or injury. Regularly scheduled medical/dental appointments are not acceptable reasons for excused absences.

Penalties for absences/tardiness are in accordance with the Medical Imaging Department Non-Compliance Form.

#### Academic Attendance

- 1) See the current College Student Handbook and College Catalog for Class/Academic Attendance Policies
- 2) College Closing/Cancellation of Classes
  - a. Cancellation of classes will be posted
  - b. Closures will be announced via Buffalo radio and TV stations and the Trocaire Emergency Notification System
  - c. 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 as soon as possible
    - i. A student who is absent, regardless of the reason, is responsible for all work which was due on that date, quizzes/tests administered, and information disseminated
    - ii. It is the responsibility of the student to contact the instructor for missed work

#### Clinical Attendance

\*Starting times may vary as per the clinical education center

- 1) Each student must clock in and out using the Trajecs system with the Geolocation feature enabled. Missed punches or failure to use Geolocation is subject to the Medical Imaging Department Non-Compliance Form.
- 2) In case(s) of absence(s) from the clinical setting, it is the student's responsibility to:
  - a. Call the site at least 30 minutes prior to site start time, asking to speak with or leave a message for the assigned clinical preceptor or department contact.
  - b. Send an email, as official means of communication, to the Clinical Placement Coordinator, copying the assigned clinical preceptor.
- 3) Should a student require clinical make up hours due to absence, they are responsible for scheduling the time with the clinical preceptor or department contact at the clinical setting where the absence took place. No clinical makeup hours will be scheduled during times when the College is officially closed, nor will they be scheduled during weekends, holidays, or evenings hours.
  - c. Scheduled make up days will be treated like regularly scheduled clinical days. Any absence is subject to the attendance policy and/or Medical Imaging Non-Compliance Form.

#### 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 with holiday observance, and the student must contact the Clinical Placement Coordinator via email in advance of the holiday for approval of the specified date(s).

#### Bereavement

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.

#### **K. DRESS CODE**

The personal appearance of Radiologic Technology students at Trocaire College reflects both the College and Program standards. Students are expected to be professionally groomed at all times. Professional grooming includes meticulous personal hygiene and adherence to the required dress code.

##### Personal Hygiene

- \* Hair will be clean and neat at all times.
- \* Hair longer than shoulder length must be tied back.
- \* Hair pulled to the back of the head at ear level or lower than ear level is professional in appearance
- \* Shambolic buns or hair piled on top of the head is discouraged.
- \* Hair must not be dyed in unnatural colors (i.e., purple, green, blue, fire engine red, orange, pink, etc.).
- \* Head coverings must not be loosely wrapped around the neck.
- \* While in the surgical setting, head wraps must be contained by surgical attire.
- \* Appropriate colored make-up, worn in a simple and professional manner, is acceptable.
- \* Eyelash extensions must not be longer than a half inch.
- \* Nails must be no longer than ¼ inch above the fingertips.
- \* Artificial nails are not permitted- Dipped nails are acrylic and not permitted
- \* Colored nail polish is acceptable – Not chipped.
- \* All tattoos must be covered per the clinical affiliate policy.
- \* Facial hair (beards, mustaches, sideburns) must be neat and well-trimmed.
- \* While in the surgical setting, beards and mustaches must be contained by surgical attire.
- \* No strong scents (perfumes, colognes, lotions, etc.) should be applied prior to or while in the clinical setting.

##### 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.

During clinical and lab sessions, students will be expected to dress in the scrub uniform:

- \* Leave jewelry (necklaces, bracelets, rings) at home. Wedding bands, religious pendants, and watches (**Not Smartwatch**) may be worn.
- \* Post-style small earrings may be worn in each ear. No dangling earrings or hoops. Ear gauges must be clear and no larger than a dime.
  - Be prepared to remove jewelry per clinical affiliates.
- \* Facial piercings must be small/unnoticed and not allowed in the surgical setting.
  - Be prepared to remove jewelry per clinical affiliates.
- \* Post-style small nose rings are allowed unless in the surgical setting.
  - Be prepared to remove jewelry per clinical affiliates.
- \* Mandatory black scrub uniform shirts (with Trocaire patch sewn onto the left shoulder – no tape, pins, Velcro, or glue) and black scrub pants.
- \* Solid white, black, or gray tee shirt (long or short sleeve). No visible print.
- \* Optional white, black, or gray warm-up or scrub jacket (with Trocaire patch sewn onto the left shoulder – no tape, pins, Velcro, or glue). Absolutely no sweatshirts.
- \* Undergarments are to be discreet and not visible at the sleeves or hem.
- \* White, black, or gray shoes (i.e., slip-proof Crocs, Danskos, sneakers) without open backs or toes. Slip-proof clogs with heel straps may be worn as long as the strap is utilized to secure the foot in the shoe.
- \* Personal monitoring device (TLD).
- \* Trocaire photo ID badge.
- \* Initialed lead markers – complete set (L and R).

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 turtleneck and style your hijab off your neck. Please be aware that protocols for covering hijabs/head scarves may vary at sites.

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

*Arriving at clinic without having a 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 the 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.*

#### **L. CLINICAL ASSIGNMENTS**

Students will be assigned a particular Clinical Education Center (CEC) for each semester. Requests by students for specific CEC's will NOT be entertained. **Assignment is solely determined by the program in a nondiscriminatory and equitable manner.**

- \* The program shall not mandate from students more than forty (40) hours in one week. This includes formal classes on campus and clinical assignments
- \* It is the responsibility of the student to provide/arrange transportation to/from clinical sites.
- \* 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.
- \* Students are not permitted to refuse a clinical site for attendance. The Clinical Placement Coordinator will work to ensure that students are being placed at sites that are conducive to their educational learning.

#### **M. CLINICAL REMEDIATION**

When an RT student exhibits difficulty in the clinical setting, the student will be referred for remediation by the assigned Clinical Preceptor. Remediation is mandatory if referred. 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 referral, the student will incur a Medical Imaging Non-Compliance Form violation. Whenever possible, remediation will occur within the college RT laboratory. Failure to attend and participate in remediation is subject to the Medical Imaging Department Non-Compliance Form.

The remediation facilitator will document progress and performance in remediation. These progress notes may be shared with the Clinical Preceptor and Clinical Placement Coordinator in order to facilitate improvement within the clinical setting and to address behaviors/actions that led to the remediation referral. An action plan with measurable goals will be developed during the first remediation session. Failure to make satisfactory progress will result in remediation being deemed unsuccessful. Unsuccessful remediation could negatively impact the student's success in the clinical course.

#### **N. PROGRESSION IN THE RADIOLOGIC TECHNOLOGY PROGRAM**

If a student is unsuccessful in any of the RT core courses in the major sequence (grade below a "C" in any RT designated course or in BIO130/130L or BIO131/131L) 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 RT core courses, the student will not be eligible for readmission to the Program. Failure to meet program requirements contained within this handbook will also prevent progression within the RT Program.

#### **O. READMISSION POLICY**

If an RT student fails to achieve a grade of "C" or better in any one RT core course (RT designated course or BIO130/130L or BIO131/131L) the Radiologic Technology Program Director will review the following criteria to determine if a student is eligible for readmission:

- 1) Academic Performance
  - a. Examinations, quiz grades, homework, and course performance
  - b. Attendance

- c. Professionalism/Behavior/Attitude
- 2) Clinical Performance
  - a. Clinical Evaluations
  - b. Clinical Anecdotal Records
  - c. Clinical Preceptor Recommendations
  - d. Attendance
  - e. Competency Sheet
  - f. Professionalism/Behavior/Attitude
- 3) Radiologic Technology Advisor's recommendation
- 4) Achievement in other required program and core courses
- 5) Adherence to the ARRT Code for Professional Behavior, including Non-Compliance

The Program Director will then notify the student by way of letter if they have been deemed eligible for readmission to the Radiologic Technology Program.

Readmission is contingent upon the following:

- 1) Communication of intent for readmission to the Program Director
- 2) Successful completion of RT Program Readmission criteria, including the following:
  - a. Review of two media from a specified list and a one-page summary of each
  - b. Completion of a personal reflection paper
  - c. Successful completion of selected laboratory competencies or audit of the last clinical course completed by the student

A letter with specifics of the criteria is sent to the student with detailed information.

The timeline for readmission and due dates of the above items will be discussed and set with the student during a meeting with the Program Director. Students failing to complete all of the above requirements will be denied readmission to the program. A student is allowed readmission into the RT Program only once.

#### ***P. TRANSFER/ADVANCED PLACEMENT STUDENTS***

##### Policy

The Radiologic Technology Program at Trocaire College has instituted a policy to accept transferring and advanced placement 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 prospective students.
- 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 prospective student must complete a College application form.
- 4) The Program Director and at least one other faculty member of the Radiologic Technology Program will interview the prospective 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 they previously attended.

- 5) Since transfer candidates will vary in their achievements and competencies, step-by-step testing criteria will be developed for each individual. These criteria must be documented before any testing begins, and both the Program Director and the candidate must sign this document. The candidate will be furnished with course objectives and be provided access to school resources to prepare for testing.
- 6) The testing criteria to be developed will be based on the 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 a 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 remediation 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 College'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 academic standing warrants admission. General Education courses taken more than five years prior to application for transfer may not be accepted.

#### **Q. 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 faculty member includes:
  - a. A medical or legal excuse on official letterhead.
  - b. Proof of death of an immediate family member.
  - c. Written request for observance of religious obligation.
  - d. Written notification prior to test date of extenuating circumstance.
- 3) If proper documentation is submitted within 48 hours, the student will be afforded the opportunity to be provided with an equivalent test, project, or paper. Without proper documentation, a permanent grade of zero will be recorded. The Program Director, in consultation with the faculty member, may make exceptions for extenuating circumstances not listed above.
- 4) 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.



- 5) 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

Final examinations in the Radiologic Technology courses occur during the last two weeks of the College academic semester. Students are EXPECTED TO BE IN ATTENDANCE at the assigned time. Final exams will not be rearranged 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, with the exception of the above extenuating circumstances, will result in a grade of zero for that exam.

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 up to and including the last day of the semester.

***\*Student grades are based on criteria explained on course syllabi. At no time is extra credit given to boost grades in a course. "Rounding" of grades will not occur.***

#### **R. CELL PHONE POLICY**

Students are prohibited from using personal electronic devices (i.e. cell phones, smart watches, or wireless devices) in verbal or text mode during classroom, laboratory, or clinical. Cell phones must be silenced or shut off and out of sight during class/laboratory. Cell phones will not be used as a timepiece or calculator. Students are permitted to access electronic devices only for documenting time and completing electronic paperwork. Any use of electronic devices for personal reasons during classroom, laboratory, or clinical areas is a breach of standards of professional behavior. Personal cell phones are not to be worn on a student's person while at the clinical education center. Phones may only be used for necessary personal business with the permission of the faculty and clinical preceptors only.

Failure to abide by the cell phone policy is subject to the Medical Imaging Department Non-Compliance Form.

#### **S. SOCIAL MEDIA POLICY**

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 the 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, Twitter, etc.

#### **T. FRATERNIZATION POLICY**

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 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 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.

#### ***U. 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 the 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.

#### ***V. COMPLAINT/GRIEVANCE 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 resolution through a discussion with the faculty/staff directly involved. If the nature 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 the actions listed above, the student should request, through official means of communication, consideration by the Program Director. An appointment with the Program Director will be scheduled no more than five business days from the request. During this time, the Program Director will consult with the faculty/staff involved to obtain background information about the situation.
- 3) If no resolution is reached at the Program Director level, the matter will be brought to the Dean of Allied Health.

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](http://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](http://www.jrcert.org)

**W. CONTINGENCY PLAN POLICY (JRCERT STANDARD FIVE, OBJECTIVE 5.5)**

In the event of a catastrophic event that prohibits the 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 the program, simulation programs, and 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 the program, simulation programs, and 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. The College will prescribe college wide support services. 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.

A 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.

**XV. 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 preceptor 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 the direct supervision of qualified radiographers.

The 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 the provision of quality patient care and radiation protection, unsatisfactory radiographic images shall only be repeated only in the presence of a qualified radiographer, regardless of the student's level of competency.**

**Students must be directly supervised during surgical and all mobile, including mobile fluoroscopy procedures, regardless of the level of competency.**

**B. Sophomore Level Supervision/Indirect Supervision**

Indirect Supervision is defined as that supervision provided by a qualified radiographer/clinical preceptor immediately available to assist students regardless of the level of student achievement. Students, once they have tested and demonstrated competency on a specific exam, 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. The following are the parameters of indirect supervision:

- 1) The qualified radiographer is present to review the request for examinations
- 2) The qualified radiographer evaluates the patient's condition and assigns patients to students
- 3) The qualified radiographer assists students as needed
- 4) The qualified radiographer evaluates and approves the procedure

**In support of professional responsibility for the provision of quality patient care and radiation protection, unsatisfactory radiographic images shall only be repeated only in the presence of a qualified radiographer, regardless of the student's level of competency.**

**Students must be directly supervised during surgical and all mobile, including mobile fluoroscopy procedures, regardless of the level of competency.**

**C. Repeat Policy**

In accordance with JRCERT Standards, students are not permitted to repeat any radiographic image without a qualified radiographer present, regardless of the level of progression or supervision. The technologist will be the one to determine if the radiograph needs to be repeated as well as supervise 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 (portable), fluoroscopic, and surgical radiography (c-arm) examinations.

**XVI. STRUCTURE OF CLINICAL EDUCATION FOR RADIOLOGIC TECHNOLOGY PROGRAM**

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

- RT104 Clinical Education I – Fall Semester, Year 1
- RT108 Clinical Education II – Spring Semester, Year 1
- RT109 Clinical Education III – Summer Session, Year 1
- RT205 Clinical Education IV – Fall Semester, Year 2
- RT210 Clinical Education V – Spring Semester, Year 2

The syllabus for each Clinical Education course will include the following:

- \* Course Description and Prerequisites
- \* Type of Supervision
- \* Objectives
- \* Grading System
- \* Competency requirements

Clinical Education documents will include the following:

- \* ARRT Radiography Clinical Competency Requirements
- \* Checklist for Competency Testing
- \* Clinical Competency evaluation forms
- \* Daily log sheet
- \* Repeat/Reject log sheet
- \* Clinical Education course evaluation – Midterm and Final
- \* Clinical Education weekly evaluation
- \* Non-Compliance Form
- \* Clinical orientation to policies and procedures
- \* Incident Report form

**References for Clinical Education Courses**

Curriculum Guide for Program in Radiologic Technology – The American Society of Radiologic Technologists (ASRT)

Standards for an Accredited Educational Program in Radiography – The Joint Review Committee on Education in Radiologic Technology (JRCERT)

Content Specifications for the Examination in Radiography – The American Registry of Radiologic Technologists (ARRT)

**XVII. MRI SAFETY PROTOCOL AND SCREENING POLICY (JRCERT STANDARD FIVE, OBJECTIVE 5.3)**

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 acknowledgment 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 will be reviewed by the Clinical Placement Coordinator and placed in the student's 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 be considered unexcused, and the time will need to be made up following the stated guidelines with the Clinical Placement Coordinator.

**XVIII. 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 for observation experience. However, programs will not be expected to override clinical affiliate site policies that restrict mammography rotations/observations to female students. There, the Radiologic Technology 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 experience 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 available on the JRCERT website [www.jrcert.org](http://www.jrcert.org).

#### **XIX. CLINICAL SITE AFFILIATIONS**

The Radiologic Technology Program has clinical affiliation agreements with healthcare facilities across the greater Buffalo region and WNY. These clinical affiliates are used for the students' clinical education experience. Clinical assignment is solely at the discretion of the program in a nondiscriminatory and equitable manner. Transportation to and from clinical locations is the responsibility of the student. No site is greater than sixty (60) miles from Trocaire College's Main Campus.

<b>RADIOLOGIC TECHNOLOGY PROGRAM CLINICAL SITE AFFILIATIONS</b>	
<b>FACILITY NAME</b>	<b>PHONE NUMBER TO RADIOGRAPHY DEPT</b>
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 Orthopedics-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 of Buffalo	716-828-2375
Pinnacle Orthopedic & Spine	716-854-5700
Roswell Park Comprehensive Cancer Center	716-845-1266
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 Orthopedics/UBMD- Amherst	716-204-3289
University Orthopedics/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



## XX. Non- Compliance Form



### Medical Imaging Department Non-Compliance Form

Student Name: \_\_\_\_\_  
Clinical Site/Preceptor: \_\_\_\_\_

Date: \_\_\_\_\_  
Session/Course: \_\_\_\_\_

Category 1	Action to be Taken
<p>Clinical or Class Absence</p> <p>Date: _____ Student Initials: _____</p>	<p><input type="checkbox"/> 1<sup>st</sup> absence – see below  <input type="checkbox"/> 2<sup>nd</sup> absence – see below  <input type="checkbox"/> 3<sup>rd</sup> absence = WA (administratively withdrawn)</p> <p>2 allowable sick days throughout the semester used in 8-hour increments.  All used sick time must be made up during make up week at the end of the semester.</p>
<p>Clinical or Class Tardiness/Leave early (tardiness/departure in excess of 1 hour is considered an absence)</p> <p>Date: _____ Student Initials: _____</p>	<p>1<sup>st</sup> infraction = written warning  2<sup>nd</sup> infraction = 2 points deducted from final grade  3<sup>rd</sup> infraction = 2 points deducted from final grade  4<sup>th</sup> infraction = elevation to category II – 1<sup>st</sup> infraction  5<sup>th</sup> infraction = elevation to category II -2<sup>nd</sup> infraction  6<sup>th</sup> infraction = elevation to category II – 3<sup>rd</sup> infraction</p>
<p>Missed Punches on Trajecsyst</p> <p>Date: _____ Student Initials: _____</p>	<p>1<sup>st</sup> infraction = written warning  2<sup>nd</sup> infraction = 2 points deducted from final grade  3<sup>rd</sup> infraction = 2 points deducted from final grade  4<sup>th</sup> infraction = elevation to category II – 1<sup>st</sup> infraction  5<sup>th</sup> infraction = elevation to category II -2<sup>nd</sup> infraction  6<sup>th</sup> infraction = elevation to category II – 3<sup>rd</sup> infraction</p>
<p>Incorrect/inaccurate geolocation on Trajecsyst</p> <p>Date: _____ Student Initials: _____</p>	<p>1<sup>st</sup> infraction = written warning  2<sup>nd</sup> infraction = 2 points deducted from final grade  3<sup>rd</sup> infraction = 2 points deducted from final grade  4<sup>th</sup> infraction = elevation to category II – 1<sup>st</sup> infraction  5<sup>th</sup> infraction = elevation to category II -2<sup>nd</sup> infraction  6<sup>th</sup> infraction = elevation to category II – 3<sup>rd</sup> infraction</p>
<p>Inappropriate personal appearance and/or personal grooming and/or violation of Dress Code per the Program Policy and Clinical Education Manual</p> <p>Date: _____ Student Initials: _____</p>	<p>1<sup>st</sup> infraction = written warning  2<sup>nd</sup> infraction = 2 points deducted from final grade  3<sup>rd</sup> infraction = 2 points deducted from final grade  4<sup>th</sup> infraction = elevation to category II – 1<sup>st</sup> infraction  5<sup>th</sup> infraction = elevation to category II -2<sup>nd</sup> infraction  6<sup>th</sup> infraction = elevation to category II – 3<sup>rd</sup> infraction</p> <p>Student may be sent home to correct appearance/grooming. Any absence or time missed will be made up.</p>
<p>Cell Phone Infraction – unapproved use of cell phone during clinical or class</p> <p>Date: _____ Student Initials: _____</p>	<p>1<sup>st</sup> infraction = written warning  2<sup>nd</sup> infraction = 2 points deducted from final grade  3<sup>rd</sup> infraction = 2 points deducted from final grade  4<sup>th</sup> infraction = elevation to category II – 1<sup>st</sup> infraction  5<sup>th</sup> infraction = elevation to category II -2<sup>nd</sup> infraction  6<sup>th</sup> infraction = elevation to category II – 3<sup>rd</sup> infraction</p>
<p>Absence/Tardiness to any mandatory Medical Imaging Department Meeting</p> <p>Date: _____ Student Initials: _____</p>	<p>1<sup>st</sup> infraction = written warning  2<sup>nd</sup> infraction = elevation to category II – 1<sup>st</sup> infraction  3<sup>rd</sup> infraction = elevation to category III</p>

✓	<b>Category II</b> Action to be Taken: 1 <sup>st</sup> infraction = 5 points off final grade 2 <sup>nd</sup> infraction = 10 points off final grade 3 <sup>rd</sup> infraction = dismissal from program	✓	<b>Category III</b> Action to be Taken: Dismissal from the program and/or college – in accordance with the Program Policies and Procedures Manual and/or the Trocaire College Handbook
	Failure to notify Clinical Placement Coordinator, Clinical Preceptor <b>and</b> Clinical Site of an absence.		Dismissal from a clinical site.
	Unprofessional/disorderly/disruptive behavior Describe:		Unprofessional/unethical conduct and/or non-compliance with Code of Ethics of ARDMS or ARRT
	Leaving assigned clinical area without permission/notification		Disclosure of confidential information or HIPAA violation
	Failure to be alert/sleeping		Falsification/tampering with clinical documents
	Hindering clinical or instructor flow		Tampering with official Trocaire College documents
	Insubordination, to include, but not limited to repeated negative attitudes, actions and/or responses; refusal to perform ordered exams at expected competency levels; refusal to complete didactic and/or clinical assignments as requested and/or required		Academic Dishonesty to include, but not limited to cheating, plagiarism, furnishing false information, or concealing pertinent information to any college/clinical official or office
	Violation of safety rules/regulations on campus or at a clinical site		Causing dissension between or among other program students, program faculty, clinical officials, and/or clinical staff
	Failure to comply with supervision policy (i.e. direct or indirect supervision)		Assault, abuse or negligence with respect to any person
	Unauthorized or intentional misuse of hospital or college equipment/supplies		Theft of hospital or college property/equipment/documents
	Poor quality patient care and/or comfort		Narcotic and/or other drug infractions
	Improper exam protocol/procedure		Possession of weapon(s)
	Elevation from Category 1 Describe:		

**\*Numerous infractions within the length of the program may result in dismissal from the Medical Imaging Program. (To be determined by Medical Imaging Department Faculty and Staff)**

Student: \_\_\_\_\_ Date: \_\_\_\_\_  
 Faculty/MICPC/Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Student signature does not imply agreement. Notification and access to this document will be through Trajecs.**

**XXI . SIGNATURE OF ACKNOWLEDGEMENT**

**Student signature page is required to document receipt and acknowledgment of the Medical Imaging Department Radiologic Technology Program Policy 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 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

