



HANDBOOK FOR RADIOLOGIC TECHNOLOGY STUDENTS

Adopted August 2003
Last Revised – June 2020

Introduction

The Johnson College Radiologic Technology Program has prepared this handbook as a reference and source of information clarifying the Radiologic Technology Program's policies, procedures, and program information.

All the items listed in the "Handbook for Radiologic Technology Students" are to be adhered to by each student during his or her Radiologic Technology education. For this reason, each student is required to read and understand the contents of the document in its entirety. If something is not understood, it is the student's responsibility to ask for clarification of the issue(s). A signed paper stating that the student has read and understands the contents of the "Handbook for Radiologic Technology Students" will be placed in his or her program file. This Statement of Understanding is located in this handbook under Forms Section IV.

In a dynamic academic environment, the policies, procedures, and College/program information are subject to review and revision on a regular basis. If there is a change in any information, you will receive an addendum and/or new handbook in the event of extensive revisions. The "Handbook for Radiologic Technology Students" is reviewed and revised on a yearly basis. Students will receive either an addendum or a new handbook depending on the extent of the revisions.

Accreditation

Johnson College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and

The Radiologic Technology Program at Johnson College is accredited by the:

The Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone: (312) 704-5300
E-mail: mail@jrcert.org

Curriculum: American Society of Radiologic Technologists
15000 Central Avenue N.E.
Albuquerque, NM 87123-3917
(505) 298-4500
www.asrt.org

Certification: American Registry of Radiologic Technologists
1255 Northland Drive
St. Paul, NM 55120-1155
(651) 687-0048
www.arrt.org

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I. MISSION STATEMENT OF JOHNSON COLLEGE

Johnson College delivers industry-focused learning in a caring environment designed to develop graduates prepared to enter into and advance in their careers.

II. RADIOLOGIC TECHNOLOGY MISSION STATEMENT, GOALS, STUDENT OUTCOMES & PROGRAM ASSESSMENT PLAN

Program Mission Statement:

The mission of the Radiologic Technology Program at Johnson College is to develop competent, professional radiographers whose expertise will meet the community they serve by providing patient-centered care in a professional, compassionate and responsible manner.

Program Vision Statement:

The vision of the Radiologic Technology Program is consistent with the vision of Johnson College. The vision of the Radiologic Technology Program is to achieve excellence by the means of the outcome of assessments and continuous improvement. Johnson College will provide the students with the industrial skills and learning opportunities to foster critical thinking and problem solving.

Program Goals:

Goal 1: Graduates will possess the skills necessary to obtain an entry-level radiologic position.

Student Learning Objectives - Graduates will:

- Demonstrate competence in positioning skills
- Be able to utilize the knowledge to set appropriate technical factors.
- Practice safe radiation techniques.

Goal 2: Graduates will understand the importance of professional behavior and life-long learning.

Student Learning Objectives - Students/Graduates will:

- Be a responsible member of the healthcare team.
- Display professionalism in the medical environment.
- Demonstrate a good work ethic in the clinical environment.

Goal 3: Graduates will possess the appropriate skills needed for decision making and critical thinking, and make professional advancement within the Radiologic Technology field.

Student Learning Objectives - Students/Graduates will:

- Partake in personal and professional growth opportunities.
- Assess patient condition and adjust the situation or procedure accordingly.
- Be able to critique images for diagnostic purposes

Goal 4: Graduates will meet the needs of the patient.

Student Learning Objectives - Graduates will:

- Demonstrate the necessary oral and written communication skills.
- Demonstrate the necessary oral and written communication with patients and other professionals within the clinical setting.

Goal 5: Ensure that educators of the program, both didactic and clinical, provide instruction and guidance that meet the needs of the students and the program

Program Objectives - Faculty will:

- Maintain current licensure and participate in professional development
- Recruit qualified tutors / mentors to help enhance student experience

Goal 6: Faculty will provide students with current curriculum and resources to meet the demands of today's industry

Program Objectives:

- Curriculum will be reviewed by faculty to remain in compliance with JRCERT Standards and ASRT curriculum
- Resources will be reviewed annually by faculty and program advisory committee to ensure the needs of the program are being met.

Institutional Goals

Foster Academic Innovation & Excellence

Enhance Student Success

Promote Equity & Inclusion

Ensure Stewardship & Growth of Resources

Johnson College's Shared Values

INITIATE: Have the GUTS to take risks, the GRIT to demonstrate your passion and feel the GLORY of your achievement.

PARTICIPATE: Have the GUTS to speak up, the GRIT to get involved and feel the GLORY of what we can do together.

ENDURE: Have the GUTS to overcome challenges, the GRIT to go the distance and feel the GLORY of our resilience.

The institutional goals and shared values of our organization are those on which we build the foundation, perform work, and conduct ourselves.





Evaluation and Assessment Procedures





The Radiologic Technology Program utilizes an assessment plan to monitor and evaluate the success of the Program and graduates. Assessment is an ongoing activity with the program goals, student learning outcomes and effectiveness of instruction being analyzed. Assessment reporting is to Staff, Administrative officials, the Middle States Commission on Higher Education (MSCHE), and the Program Activity Committee, and others who have a vested interest. The Program has consistently maintained a process of evaluation to validate instruction and student success. The process is updated and changed as needed to reflect student and program success and any remediation required.



Analysis of all Program goals will be performed on a periodic basis. Satisfaction surveys for each class will be required. These surveys are conducted post-graduation.

Radiologic Technology Radiologic Technology

Assessment Goals - Academic Year 2019-2020


Goal 1: Graduates will possess the skills necessary to obtain an entry-level radiologic position.						Institutional Goal 2
Student Learning Objective	Assessment Tool	Benchmark	Timeframe	Responsible Person	Results	Analysis/ Action Plan
1.Students will demonstrate competence in positioning skills	Student will have completed required competencies per semester according to syllabus  Clinical Competency Evaluation  Competency Schedule.pdf	90% of students will have completed required number of staffs and graded	Completion of all staffs and graded upon completion of the program RAD 259	C.C./C. I/C.P.*	Completions Staff/Graded RAD163 2020 42% Staffs 28% Graded N=14 2019-100% N=16 2018 -100% N=18 2017-100% N=13 2016-100% N=17 RAD 259 2020 100% N=21 2019-100% N=16 2018-100% N=18 2017 100% N=13 2016 100% N=17	This benchmark must be met to meet the requirements of the ARRT to apply to take their national boards. Students are given mandatory and elective competencies to achieve in a clinical setting approved by JRCERT. Benchmark was not met in 2020 Spring by the RAD 163 freshmen class RAD 163-results was due to the Covid pandemic and students not completing the full 15weeks of clinic. This will be address in future clinical rotations. This may affect rotations into the 2021 and 2022.
	Student progression evaluation- (#3)  Clinical Evals.pdf  Clinical Competency Evaluation	RAD 259 Average 3.8 or higher (0-5-point scale) * Students must have an	Performed and evaluated during RAD 259	C.C./C.I./C. P*	2020: TBD 2019: 4.9 2018: 4.8 2017: 4.56 2016: 4.48	Review feedback from student evaluations Recently changed evaluations form to include weakness and strengths. Feedback from the weaknesses and strengths better guided the student's progression. Results demonstrate a




		86.6 as a passing grade for Staff and Graded				gradual increase in student's performance. Individual review of results is given to the student mid and final of each clinical rotation.
2. Students will be able to utilize the knowledge to set appropriate technical factors.	<p>Student progression evaluation (#10) students will also be required to do a technique chart.</p>  Clinical Competency Evaluation  Clinical Evals.pdf	<p>RAD 259 Average 3.8 or higher (0-5-point scale) * Students must put in the manual technique used for the exam</p>	<p>Performed and Performed and evaluated during RAD 259</p>	C.C./C.I./C. P*	<p>2020: TBD 2019: 4.67 2018: 4.5 2017: 4.42 2016: 4.1</p>	<p>Reinforcement through clinic & continued lab exercises which focus on technical factors. Benchmark was met. ALARA concept is reinforced & emphasized prior to onset of clinic and during all clinical rotations. Results demonstrate a gradual increase in performance. The evaluation form was upgraded to add in a place for the technical factors as part of the competency to demonstrate knowledge of setting a manual technique.</p>
3. Student / Graduates will practice safe radiation techniques.	<p>RAD 154 Competency Rubric</p>  <p>Presentation Rubric (worth 10 points)[37]</p>	<p>85% or higher on Presentation for radiation safety</p>	Fall/Freshmen	Instructor	<p>N= 25 Average 95.4%</p>	<p>Individual remediation is given to students on safe radiation practices when they do not meet benchmark. Data collection needs to be provided annually; this needs to be addressed for trends.</p>
	<p>RAD 253 Discussion Rubric</p>  <p>Rubric for Discussion.pdf</p>	<p>90% or higher on Radiation Safety Compliance discussion board</p>	Fall/senior	Instructor	<p>N=16 Average 93.33%</p>	<p>Benchmark met Data collection needs to be provided annually; this needs to be addressed to watch for trends.</p>

	 Positioning Lab Test Form 2018	90% will demonstrate use of proper radiation procedures during testing	Fall/Spring freshmen	Instructor	2020- 90% N= 14 2019- 89% N= 22	This is a new form and data will need to be collected to be analyzed. This is a simple feedback form used during the actually lab testing and students receive immediate feedback of their results. The final testing results is done on the positioning rubric. Better data collection needs to be added to watch for trends.
	 Clinical Evals 2018 - TEMPLATE MERGE (#6)	RAD 259 Average 3.8 or higher (0-5-point scale) *	Student progression evaluation per semester	C.C./C.I./C.P.*	2020: TBD 2019: 4.9 2018: 4.8 2017: 4.7 2016: 4.5	Reinforce radiation practices in the practice labs and clinic. Results demonstrate a gradual increase in performance.





Goal 2: Graduates will understand the importance of professional behavior and life-long learning.



Institutional Goal 4



Student Learning Objective	Assessment Tool	Benchmark	Timeframe	Responsible Person	Results	Analysis/ Action Plan
1. Students/ Graduates will be a responsible member of the health care team.	Student progression evaluation (#18)  Clinical Evals 2018 - TEMPLATE MERGE	RAD 259 Average 3.8 or higher (0-5-point scale) *	Completion of RAD 163, RAD 165, RAD 251 and RAD 259	C.C./C.I./C.P.*	2020: TBD 2019: 5 2018: 5 2017: 4.6 2016: 4.75	Benchmark Met Feedback from clinical preceptors at clinical visits reinforce that our students/graduates are productive and demonstrate knowledge and professionalism in the clinical setting.
	IPEC survey	100% participation of off campus activity	Within one week of the seminar	Instructor	94% 15 out of 16 participated 2019 2020 was cancelled due to Covid	Students will participate in IPEC (Interprofessional educational coalition of Northeast/Central PA) One student did not attend due to hospitalization Surveys are part of the RBI of the Geisinger Medical College and are reviewed at regularly scheduled meetings on their campus in Scranton.

2. Students/ Graduates will display professionalism in the medical environment	Student progression evaluation (#5 & 6)  Clinical Evals 2018 - TEMPLATE MERGE3	RAD 259 Average 3.8 or higher (0-5-point scale) *	Spring/Fall	C.C./C.I./C.P.*	#5 2020: TBD 2019: 4.7 2018: 4.56 2017: 4.56 2016: 4.6 #6 2020: TBD 2019: 4.9 2018: 4.8 2017: 4.7 2016: 4.5	Continue to review and demonstrate professionalism in the work environment. The program has received positive feedback of our students/graduates and this will be an ongoing monitoring process.
3. Students/ Graduates will demonstrate a good work ethic in the clinical environment	ARRT Code of Ethics presentation  Presentation Rubric (worth 10 points)[38	90% or higher rubric	Spring	Instructor	2018: Avg. 100%	Reporting of data to watch for trends needs to be done to assess student learning. Plans to develop methods to keep better tracking of information.
	Student progression evaluation (#16)  Clinical Evals 2018 - TEMPLATE MERGE3	RAD 165 Average 3.8 or higher (0-5-point scale) *	Summer	C.C./C.I./C.P.*	2020: TBD 2019: 4.85 2018: 4.9 2017: 4.8 2016: 4.7	Benchmark Met Further discuss ways to improve good work ethic with other health professionals and patients. Practice scenario are performed in the lab and classroom settings.

Goal 3: Graduates will possess the appropriate skills needed for decision-making and critical thinking, and make professional advancement within the Radiologic Technology field.						
Institutional Goal 1 & 2						
Student Learning Outcome	Assessment Tool	Benchmark	Timeframe	Responsible Person	Results	Analysis/ Action Plan

1. Students will partake in personal growth opportunities.	2 Modality Observation Verification forms  Document 41Modality Observa	90%	Spring/Senior	C.C./C.I./C.P.*	2020: TBD N=21 2019: 100% N=16 2018: 92% N=13 2017: 94% N=17 2016: 100% N=17	2018&2017 were due to students that did not either want to do the rotation or were unable to their attendance record. 2020 Allowed for some students to observe before Covid restriction. Any student not able to do their rotation at their current site was able to complete the rotation at a different location. Will continue to keep open options of other locations for rotation purposes.
2. Students will assess patient condition and adjust the situation or procedure accordingly.	RAD 151 Capstone evaluation  Capstone Evaluation Rubric.p	80% or greater	Fall/Freshmen before entering clinical practicum	Instructor	2019: 78% N=17 2018: 87% N=19	One-one remediation was given to students and allowed one more attempt. If they did not meet requirements, they did not progress. A lab assistant will be added to the lab section to help to increase understanding and catch students earlier by executing practical procedures and analyzing their performance
	Student progression evaluation  Clinical Evals 2018 - (#9) TEMPLATE MERGE3	RAD 259 Average 3.8 or higher (0-5-point scale) *	Spring/Senior	C.C./C.I./C.P.*	2020: TBD 2019: 4.8 2018: 4.77 2017: 4.69 2016: 4.5	Benchmark met, but in order to increase results, faculty will incorporate more patient assessment tools. Introduced more complex scenarios in the practice lab prior to clinical placement for evaluation of criteria and develop critical thinking skills
3. Student will be able to critique images for diagnostic purpose	Evaluation in discussion  Rubric for Discussion.pdf	90%	Fall/Seniors	Instructor	2019:99.12% 2018:99.58%	Clinical image evaluation of images performed by the students. Benchmark was met. Group/team collaboration on analysis of images prior to presentation. Will continue and revisit additional remediation.

Goal 4: Graduate will meet the needs of the patient				Intuitiional Goal 3		
Student Learning Objective	Assessment Tool	Benchmark	Timeframe	Responsible Person	Results	Analysis/ Action Plan
1.Student/Graduates will demonstrate the necessary oral and written communication	Small group collaboration w/ feedback	85% of student participation & involvement	Fall/Freshmen prior to clinical placement	Instructor	2019: 92.3% 2018:91.98%	Individual group questions are designed to assess the ethical situational scenarios
	RAD 236H & RAD 261 written report along with oral presentation grading on a rubric  Rubric for written paper.pdf  Presentation Rubric 2010 (worth 10 poin	80% or greater Rubric 1-3 Likert scale (0-5-point scale) *	Spring/Senior	Instructor	RAD 263H-2020:95.9 N=21 2019: 93.2% N= 15 2018:93% N=13 RAD 261-2020:98.41% N=21 2019: 91.39% N=15 2018:91.67% N=13 2016: 97.59% N=17 2015:96.52% N=21	Benchmark was met. A continuation for the next year's freshmen will be implemented to enhance their oral communication skills. Access to previous years were unavailable, this will be address for future analysis of student results.

2.Student/Graduate will demonstrate oral and written communication with patients and other medical professionals within the clinical setting	Student progression evaluation  Clinical Competency Evaluation  Clinical Evals 2018 - TEMPLATE MERGE3	RAD 259 Average 3.8 or higher (0-5-point scale) * Students must have an 86.6 as a passing grade for Staff and Graded	Completion of RAD 163, RAD 165, RAD 251 and RAD 259	Instructor	Average 2020: TBD 2019:5 2018: 4.86 2017: 4.75	Continue to improve on soft skills, observation from clinical visits and reports and communication with the clinical preceptors on the progress of the students.
KEY*	CI – Clinical Instructor					
	CC – Clinical Coordinator					
	CP – Clinical Preceptor					
	ARRT- American Registry of Radiologic Technologist					
	JRCERT- Joint Review Committee on Education in Radiologic Technology					
	TBD- To be determine- this is due to the immediate closure of the campus and paper information was not yet complied					

Radiologic Technology - Associate in Science (AS) Semester Program Outline

Semester 1		Credits
RAD 151	Radiologic Positioning I	3
RAD 152	Radiologic Positioning I Lab	1
RAD 153	Radiologic Exposures & Principles I	3
RAD 154	Radiologic Exposures & Principles I Lab	1
RAD 155	Patient Care I	2
BIO 107	Human Anatomy & Physiology I	3
BIO 108	Human Anatomy & Physiology I Lab	1
MAT 101/201	Determined by Placement Test	3
MTR 100	Medical Terminology	1
SSS 101	Student Success Seminar	1
		19
Semester 2		
RAD 157	Radiologic Positioning II	2
RAD 158	Radiologic Positioning II Lab	1
RAD 159	Radiologic Exposures & Principles II	3
RAD 161	Patient Care II	2
RAD 163	Clinical Practicum I	2
BIO 109	Human Anatomy & Physiology II	3
BIO 110	Human Anatomy & Physiology II Lab	1
ENG 101	English Composition I	3
		17
Summer Session I		
RAD 165	Clinical Practicum II	4
Semester 3		
RAD 251	Clinical Practicum III	2
RAD 253	Radiation Biology & Protection	3
RAD 255	Image Analysis	2
COM ###	Communications Elective	3
PHY 101	Introductory Physics	3
PSY 101	General Psychology	3
or SOC 101	Introduction to Sociology	
		16
Semester 4		
RAD 259	Clinical Practicum IV	3
RAD 261	Radiologic Pathology	2
RAD 263	Advanced Medical Imaging	2
RAD 295	Professional Seminar	2
HMN 101	Introduction to Humanities	3
MAT 121	Introduction to Statistics	3
		15
Minimum Credits to Graduate		71

Clinical Practicum Experience Schedule

Class	Semester	Days	Times
Freshmen	Spring Semester (240 hours)	T / Th	7:30am-4:00pm*
Freshmen	Summer (480hrs-12 weeks)	M-T-W-Th-F	7:30am-4:00pm*
Seniors	Fall Semester (240 hours)	T / Th	7:30am-4:00pm*
Seniors	Spring Semester (360 hours)	M / W / F	7:30am-4:00pm*

*Actual times of shift may vary by clinical site.

Administration/Faculty

College President / CEO

Katie Leonard, Ed.D.

Chief Academic Officer

Kellyn Nolan, Ph. D

Program Director

Roxanne Caswell, MEd, RT (R) (M)
rcaswell@johnson.edu 570-702-8941

Clinical Coordinator

Jaclyn Douglass, MEd, RT (R) (MR)
jdouglass@johnson.edu 570-702-8904

Instructor

Brandon Castellano, R.T. (R)
bcastellano@johnson.edu

Faculty Office Hours

Office hours of faculty members will be posted in the class syllabi.

Office hours may change each semester.

**Please note that faculty will be available outside of scheduled office hours
by appointment only.**

Please contact the Radiology Main Office number at 570-702-8942.

The Radiologic Technology Program Advisory Committee

The Radiologic Technology Program's Advisory Committee (PAC) is composed of the program director, program faculty, College faculty, and healthcare professionals from local hospitals and imaging centers. The committee meets to advise the College on curriculum content, length of programs, and current materials and equipment. They also review placement and retention statistic and offer suggestions pertaining to the Radiologic Technology profession. Twice a year the committee reviews the following:

1. Program Objectives
2. Program Structure & Length
3. Course Outlines, Texts and Teaching Materials
4. Industry Standards
5. Training Effectiveness
6. External Validation & Assessment Overview
7. Outcomes
8. Facilities & Equipment
9. Library Resources
10. Overall Program Review
11. General Education Requirement

American Society of Radiologic Technologists

Students will become student members of the American Society of Radiologic Technologists (ASRT). The ASRT offers a student membership rate. The application can be found in the forms section of the Radiologic Technology Student Handbook.

ADMISSION TECHNICAL STANDARDS RADIOLOGIC TECHNOLOGY

Johnson College Radiologic Technology established the following list of technical standards for the major. These technical standards conform to the professional technical standards required for the safe and ethical practice of the tasks/skills associated with medical radiography. Each student, with or without a reasonable accommodation, must be able to demonstrate that he/she is able to:

- Reach and manipulate equipment to its highest position (6 feet)
- Move a standard wheelchair and/or stretcher from a waiting area to the imaging/treatment room
- Transfer patients from wheelchairs and stretchers and help them on/off imaging/treatment table
- Lift a minimum of 50 pounds and ensure patient safety
- Perform CPR
- Move from room to room and maneuver in small spaces
- Demonstrate manual dexterity to perform necessary manipulations such as drawing doses with a syringe, manipulating locks, putting on surgical gloves
- Use sufficient corrected eyesight to observe patients and evaluate radiographic quality (distinguish between white and gray)
- Visually monitor patients/charts/machine indicator lights in dimly lit conditions
- Read and apply appropriate information and instructions contained in requisitions, notes and patient charts
- Detect audible alarms and background sounds during procedures to ensure patient and staff safety
- Possess sufficient verbal and written skills to communicate needs promptly and effectively in English
- Communicate in a clear and concise manner with patients of all ages, including obtaining health history and pertinent information
- Understand and apply clinical instructions given by department personnel
- Be able to adapt to changing environments and schedules
- Establish rapport with fellow students, coworkers, patients and families
- Function under stressful conditions
- Endure an eight-hour clinical day with a minimum of four to six hours of standing or walking
- Endure a minimum of two hours of didactic instruction in a normal classroom environment

Working conditions for Radiographers and Radiography students typically involve:

- Possible exposure to ionizing radiation

Students with Disabilities

Students with documented disabilities who wish to request accommodations under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act should contact Student Support Services at 570-702-8956 to discuss the accommodations process.

ARRT Code of Ethics

The Code of is a part of the Standard of Ethics that apply to all Registered Technologist and persons applying for examination and certification by ARRT.

*listed on last page

III. Policies and Procedures

1. Student Health Policy

It is **required** that each student carry personal health care insurance. If an injury or illness occurs, the student is responsible for all expenses. A copy of the student's health insurance card must be given to the Clinical Coordinator for the student's clinic folder. **Students will not be allowed to participate in their clinical practicum without valid proof of health insurance.** A copy of health insurance cards must be submitted each year. Health care insurance will be reviewed periodically throughout the year and may be checked for validity.

Should a student become sick or injured during a scheduled clinical education assignment, the Program Director, Clinical Coordinator, and Clinical Preceptor **MUST** be informed within 24 hours of the occurrence. If the student is injured during their clinical day, an incident report must be completed, no matter how trivial the injury may seem. Incident reporting forms can be found in the following locations: the forms section IV of this document, in the Radiologic Technology faculty office, and in the Clinical Education Site Guidebook at each hospital.

2. Student Information

It is the students' responsibility to assure their address and telephone information is current in both the school's and the program's records. Changes must be reported to the College registrar **AND** the Clinical Coordinator. For example, the school must have up to date records of the students' emergency contacts and their phone numbers, students' e-mail addresses, and cell phone numbers.

3. Student E-mail and Communication

All students are required to have access to a computer off-campus, and MUST be able to check their College e-mail account at least once in each 24-hour period. All students are required to communicate with instructors using their Johnson College email accounts; instructors will e-mail students via their Johnson College email accounts only.

4. Social Media - Do's and Don'ts

Do...

- Use social media to stay in touch and make new friends.
- Use social media to create your best image, since anyone with an account can see your page. Google yourself every once in a while, to check on your public image.
- Use social media to get involved with the campus community and learn what's happening.
- Use social media to advertise your organizations' event.
- Use social media's privacy settings on your account to monitor who can look at your profile.
- Use social media's customer support page since it contains valuable information about privacy controls and other important safety information.
- Use good judgment with your social media account and postings! What do you want future employers, administrators, faculty, and maybe even your parents to see?
- Remember that the administrators are not monitoring social media, but may act on any violations of law or College policy if brought to their attention. Just because you don't want them to look at your page doesn't mean they can't or won't.

- Have fun and express yourself legally and responsibly. There are plenty of ways you can create a positive self-image. You can impress your peers and community members and abide all College policies and laws!

Don't...

- Post overly personal information like cell phone numbers, dorm addresses, class schedule etc. unless you feel comfortable being contacted by strangers. Students have been stalked by uninvited viewers of their social media pages when they posted overly personal information.
- Post pictures of your friends without their permission. It may be considered a legitimate invasion of their privacy, or may jeopardize their chances for a job or scholarship.
- Forget that once you post something, it may live forever, even if you take it down.

5. Audio Recordings

The use of audio aids and/or recording devices are prohibited in the classroom and lab area. Please see Section V. Resources; Disabilities (Students With) if you have learning disability.

6. Transportation

Johnson College Radiologic Technology students will be responsible for providing **their own transportation** to all clinical assignments. All expenses are the responsibility of the student, including fuel, tolls, and parking. Failure to attend clinic may result in termination from the program.

7. Confidential Information

All patient and clinical records are confidential in nature. All HIPAA guidelines at each clinical education setting must be followed. Requests for information concerning a patient should be referred to the Clinical Preceptor or designated person. Students are expected to maintain confidentiality in a professional manner. Failure to adhere to confidentiality guidelines will result in immediate disciplinary action leading up to and including termination from the program.

Johnson College Radiologic Technology Program Confidentiality/Privacy Policy

Any and all information concerning patients, customers, and employees of the Clinical Sites must be held in strict confidence. Every student is responsible for maintaining confidential information as well as respecting the privacy of our patients, customers, and employees. Confidential information may be released by students under limited circumstances and only to those authorized to receive the information for valid business or medical purposes.

Specifics of this policy include:

1. Patient information may not be looked at, read, displayed, discussed, or made available to others, unless it is necessary for valid business or medical purposes. Doing so will be a violation of the confidentiality/privacy policy.
2. Patient information shall only be discussed with appropriate individuals based on judgment and need to know. Patient information will be communicated for work-related purposes only and shall never be discussed with friends, relatives, or others.

3. Appropriate clinical discussions must be confined to areas not accessible to patients and visitors.
4. Corridors, the cafeteria, or other public areas are not the place for gossip, discussions, or comments about hospital employees or patients.
5. To protect our student's right to privacy, any requests for personal information (i.e. phone numbers) received in the department must be handled in the following manner:
 - a. Inform the caller making the inquiry of our confidentiality policy.
 - b. Ask the caller if he/she would like to leave a message. If so, forward the message to the employee/classmate.
6. Breaching confidentiality is a serious offense and will be treated as such. Students found to be in violation of this policy will be subject to the provisions of the disciplinary action policy up to and including the recommendation for immediate termination.

8. References (Letters of Recommendation)

For a reference to be given to an employer or an educational institution, departmental policy requires either a written release from the employer/educational institution or that the student/graduate write a letter to the Johnson College faculty member or program director requesting a reference.

For references from the Clinical Preceptor at the clinical education sites, you will need to check with them individually because they have to adhere to the policy/procedure for that clinical site.

We, as a department, have agreed that we have **the prerogative to not give a reference** if it will not be a good one. Therefore, it is imperative to ask the **faculty** person or **program director** for **permission to use him or her** as a reference before submitting his or her name to the employer or education institution. If a letter requesting a reference is not received, we will not give a reference.

Please refer to our "forms" section of the handbook to access the "Permission for letter of recommendation" form.

9. Harassment Policy

The Radiologic Technology program at Johnson College is committed to providing an educational environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's gender, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment is a form of misconduct that is demeaning to another person or undermines the integrity of the relationship, and is strictly prohibited. Any staff member, student, or supervisor who becomes aware of possible sexual or other unlawful harassment should promptly advise the Program Director and/or the President of the College.

Anyone engaging in sexual or other unlawful harassment will be subject to appropriate disciplinary action, up to and including termination of employment or termination from his/her program of education.

If at any time a student feels offended by another student, an instructor, or anyone in the clinical setting, the student should feel comfortable in setting up an appointment with a Radiologic Technology instructor to discuss the issue and possible solutions. Students should feel assured that the situation will be handled in a confidential and professional manner so no one will be embarrassed over the incident.

10. “Live Work Policy”

The Radiologic Technology Program will not allow any x-ray units on campus to be used for human radiographs at any time for “live” work. Students will be assigned to clinical sites for radiographing humans rather than utilizing the College laboratory.

Policy for Energized Radiography Lab

The use of the Energized Radiography Lab will be restricted to the following:

1. Admission to the lab accompanied by a member of the Radiologic Technology Faculty that is ARRT registered.
2. Admission requires that the student wear their radiation monitoring device at all times.
3. Exposures will be made under the direction of the Radiologic Technology faculty that is ARRT registered.
4. Students in the lab will observe all the rules and standards of the practice of radiation safety as covered in:

RAD 151/152 – Radiologic Positioning I / Lab

RAD 153/154 – Radiologic Exposures & Principles I / Lab

RAD 155 – Patient Care I

RAD 157/158 – Radiologic Positioning II / Lab

RAD 159 – Radiologic Exposures & Principles II

RAD 253 – Radiation Protection & Radiobiology

5. Students who blatantly refuse to adhere to these rules are subject to termination.
6. Radiation Monitoring Badges are to be checked before and after lab.

***** A student utilizing the Johnson College Laboratory to radiograph a human will be immediately terminated from the program. *****

11. Attendance Policy

While each college develops its own methods for tracking class attendance and for defining conditions for excused absences, Johnson College adheres to federal regulations that require verification of class attendance for all students receiving federal financial aid. These regulations dictate that a student MUST attend the classes for which he/she is awarded financial aid. Financial aid may be reduced or cancelled based on student attendance information.

Federal regulations require institutions to report attendance information for students who have stopped attending class or those who never attended. Students will be notified via their Johnson College email account. A student who is reported to have never attended (N/A) will be assigned a grade of (N/A).

A student who is reported to have stopped attending will be assigned a grade of SA for that class. The registrar will be notified by Academic Advisors.

Students will be automatically withdrawn the class after the allowed absences, regardless of excused and/or unexcused absences.

class meets	3 X a week	2 X a week	once a week
absences allowed	6	4	2

Students who are administratively withdrawn from the class must repeat the class in a subsequent semester in order to meet degree requirements. Students with extenuating circumstances should contact their instructor immediately to discuss their individual situation.

- Possible excused absences include but may not be limited to: military, bereavement, extended illness, participation in school function, jury duty.
- Portal attendance entries will consist of “Late,” “Unexcused,” “Excused,” “Stop Attend”

Administrative Withdrawal Appeal Procedure:

It is the philosophy of the institution that administrative withdrawal appeals will be handled informally between the student and the instructor. Only after the student has attempted to resolve the matter with the instructor, should a formal appeal be initiated. The student shall submit, in writing, to the Office of Academics evidence as to why the administrative withdrawal should be reversed. This must occur within five (5) days of being withdrawn by the instructor. The Office of Academics will review the information and notify the student of the decision within three (3) days of the receipt of the appeal. The decision of the Chief Academic Officer is final.

Final Examination Attendance:

Attendance at final examinations is mandatory. Such examinations are administered in all academic subjects at the end of each semester in accordance with academic calendar determined by the Office of Academics.

Class Cancellation

Except in unusual circumstances, instructors are expected to conduct all classes on the days and times assigned and to teach for the full-allotted time. If the instructor does not arrive within the first 15 minutes of class time, then class is cancelled. Students should take attendance and bring it to the Office of Academics.

Weather / Emergency Cancellation

When classes are cancelled because of inclement weather or other emergencies, information can be obtained from the Johnson College website (www.johnson.edu) or by calling the main office line at 570-342-6404 and following the prompts. It is also prudent to watch the local television channels.

You also can elect to be notified by text message to your cell phone. For this service, please go to www.johnson.edu/campus-alerts

TARDINESS

TARDINESS WILL NOT BE TOLERATED. If a student is tardy three times, it will result in an absence from class or clinic. Please refer to each instructor’s syllabus at the beginning of the semester for specific guidelines regarding tardiness policies.

BEREAVEMENT LEAVE

Bereavement leave from the didactic and clinical setting will be granted as follows, based on the student's relationship to the deceased:

Spouse, child, parents, sibling, grandparent, or grandchild	3 days
In-laws, nieces, nephews, aunts, or uncles	1 day

There are no makeup days for bereavement leave; the student must complete the entire course requirements within the same time frame as all other students in that clinical.

12. Withdrawal Policy

A GRADE OF “W” DOES NOT ACHIEVE THE MINIMUM B- REQUIREMENT. PLEASE REFER TO THE “TERMINATION FROM THE PROGRAM” AND “READMISSION TO THE RADIOLOGIC TECHNOLOGY PROGRAM” POLICIES.

Also refer to the Johnson College Student Information Handbook for policy.

1. A student who withdraws from the program may wish to continue at Johnson College and select another major.
2. Should the student decide to withdraw from Johnson College he/she must call the Registrar's Office at 570-702-8990 to inform the College of his/her decision. The student must also complete a Withdrawal for the College form to the Registrar's Office. Upon receipt of the form, the administration will promptly notify all appropriate offices.
3. Students are responsible for notifying their instructors that they have withdrawn from the college.
4. Students must also submit their Hospital I.D. badge, and radiation monitoring badge to the Program Director prior to leaving the Johnson College Campus. Failure to do so can result in additional charges for unreturned items.

13. Student Record Security and Availability (Buckley Amendment)

It is the policy of the Radiologic Technology Program that all program records kept on each student are available for review by appointment. Records will not be removed from the program office. Students that wish to see their records must request them in writing from the Program Director who will make them available for review.

Confidential information from student educational records shall not be disclosed to any individual or agency outside the program without the written consent of the student with the exception of a lawful court order, subpoena, or request of a site visitor representing the program's accreditation agency, the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182.

14. Grievance Policy

The grievance policy is referenced below. Also refer to the Johnson College Student Handbook.

On Campus:

The Radiologic Technology Program abides by the policies of Johnson College. Please refer to Johnson College Student Handbook.

In Clinical Facility:

The following steps must be taken:

- The student must address the issue with the person involved, if this does not resolve the issue:
 1. Discuss the scenario with the Clinical Preceptor at the facility on the next scheduled clinical day for suggestions and methods to resolve the issue. All grievances will be documented by the Clinical Preceptor.
 2. Inform the Clinical Coordinator on the next scheduled class day if the issue is not resolved. The issue will be addressed with both parties involved. The Clinical Coordinator will give recommendations to help resolve the issue. All will be documented and reported to the Program Director.
 3. If in one week the issue remains unsolved, the Program Director must be contacted. The Program Director will respond to the student, in writing, within one week.
 4. If the student believes the issue remains, he/she will report to the Senior Director of Faculty. The Senior Director of Academics has one week to respond to the student in writing.

Academic Complaints:

The following steps must be taken:

- Address the issue first with the person involved. If this does not resolve the issue:
 1. Discuss the scenario with the instructor on the next scheduled class day for suggestions and methods to resolve the issue. All complaints/issues will be documented by the instructor.
 2. Inform the Program Director within one week if the issue is unresolved.
 3. The Program Director has one week to respond to the student in writing.
 4. If the student believes the resolution has not been achieved, he/she will report to the Senior Director of Academics. The Senior Director of Academics has one week to respond to the student in writing.
 5. If the student believes that resolution has not been achieved at the level of the respective of the Senior Director of Academics (after meeting with,) the student has the right to:
 - a. Follow the college student handbook for issues not related to the JRCERT Standards. Please refer to the Due Process section in the Johnson College Student Handbook. This step must be followed first.
 - b. Contact the JRCERT if the complaint deals with an issue of non-compliance with the Standards.

* All good faith efforts by all parties must be made in an effort to solve the conflict before the JRCERT is contacted. The JRCERT will expect that this process has been done. In the event that the program has allegations or complaints related to non-compliance with the JRCERT

Standards, and the JRCERT agrees that the complaint is valid, the program will make every effort to immediately correct the situation.

Each student has access to a copy of the JRCERT Standards for an Accredited Educational Program in Radiologic Sciences. A copy of the handbook is located in the main office of the Radiologic Technology Department, or go directly to <http://www.jrcert.org/programs-faculty/jrcert-standards/>

15. ACADEMIC PROGRESSION *(Within the Radiologic Technology Program)*

Students are required to show both didactic and clinical progression each consecutive semester in order to progress within the program.

The student must pass each Radiologic Technology academic and clinical education course with a grade of an 80 (B-) grade or higher to show academic progress. Any grade below an 80 (B-) will be evaluated by the Radiologic Technology Program Director and Faculty, the Office of Academic Affairs, and Student Support Services to determine if the student qualifies to remain in the program, placed on academic probation, or terminated from the program.

Clinical failure indicates clinical incompetence. Therefore, to assure proper patient care, patient safety and health care delivery, a student who fails **any portion** of their clinical training will be terminated from the program, with no option to reapply.

16. ACADEMIC PROBATION

The Academic Probation Policy can be found in the Johnson College Student Handbook.

All students within the Radiologic Technology program must maintain a minimum required grade of 80 (B-) in all Radiologic Technology classes to show satisfactory academic progress in this curriculum. Students who do not maintain satisfactory academic progress may be placed on academic probation or be terminated from this program. Each case will be individually evaluated by the Radiologic Technology Program Director.

A student placed on probationary status for the Radiologic Technology Department will be required to meet with Student Support Services throughout the probationary period. Each student's circumstances will be reviewed separately and a plan for academic success developed between Student Support Services counselors along with the Radiologic Technology Department Faculty. **The student will be expected to follow the plan completely for the entire probationary period. Failure to follow the prescribed plan may lead to termination from the program.**

Each student that is placed on probation must exhibit a general improvement in the academic area of concern as listed above. Each case will be dealt with on an individual basis, and a case by case basis. Each case will be at the sole discretion of the Program Director.

17. Readmission Policy

Re-admission will depend upon the individual circumstances. Should a student be eligible to return, the student is generally allowed to return at such time as an appropriate course schedule can be arranged based on the semester.

A letter requesting re-admission should be submitted to the Program Director. It should contain:

- Reason for leaving program
- Reason for re-admission or re-entry and why the student feels that re-admission or re-entry should be allowed.

The student applying for re-admission into the Radiologic technology program must do the following:

- Update application and college information as needed
- Have an interview with the departmental officials for the Radiologic Technology Program to discuss and compose a learning contract that clearly states program expectations and student responsibilities
- The student is not guaranteed re-admission
- The student will be awarded tentative re-admission or re-entry status until such time as the student demonstrates continued proficiency in both the didactic and clinical components of the program to the satisfaction of the program faculty

A student admitted to the Radiologic Technology program who has made unsatisfactory progress in another radiography program, if accepted, will be allowed to enroll once in the College's program. This student will be accepted as a probationary status during the duration of the program.

Clinical failure indicates clinical incompetence. Therefore, to assure proper patient care, patient safety and health care delivery, a student who fails any portion of their clinical training will be terminated from the program, with no option to reapply.

Readmission is granted on an individual basis, based on the student's previous records and the availability of space.

18. Academic & Clinical Deficiencies

All related records will be kept on file at the College for one year following graduation. This information is strictly confidential. Students may request to view their records by written request 24 hours in advance to the Radiologic Technology faculty. All records are the property of the College and may not leave the program office.

A student may request to view all of their clinical and academic documents on campus, by first making an appointment with a member of the Radiologic Technology Faculty.

In accordance with JRCERT policy regarding student confidentiality and sensitive information, at no time will documents be allowed to leave the Radiologic Technology department. Documents are the property of Johnson College, and cannot be faxed or electronically distributed.

Action Plan: This form is used to recognize insufficiencies in the clinical/didactic setting and provide a plan to progress in a timely manner. Form is located in IV form section.

19. Course Grading Scale

LETTER GRADE	NUMERICAL RELATIONSHIP	QUALITY POINTS
A	96 - 100	4.00
A-	92 - 95	3.67
B+	88 - 91	3.33
B	84 - 87	3.00
B-	80 - 83	2.67
C+	76 - 79	2.33
C	72 - 75	2.00
C-	68 - 71	1.67
D+	64 - 67	1.33
D*	60 - 63	1.00
F	0 - 59	0.0

PLEASE NOTE: THE RADIOLOGIC TECHNOLOGY PROGRAM REQUIRES STUDENTS TO OBTAIN A GRADE OF B- OR BETTER IN EACH OF THEIR RADIOLOGIC COURSES TO REMAIN IN THE PROGRAM.

**Major courses include all of the following: RAD, BIO, MTR & PHY
(Refer to course outline for course descriptions).**

20. Reprimand Policy

Any student found to commit acts of unprofessional conduct (refer to Professional Conduct section for definition of) in clinic or in the classroom will be subject to the disciplinary actions outlined below. A serious violation of the professional conduct policies or any other unethical behavior (refer to Professional Conduct for definition) may result in immediate termination without warning of offenses.

FIRST OFFENSE WARNING: Can be issued by Program Director, Clinical Coordinator, and Clinical Preceptor. Documentation of the warning will be signed by both parties and kept in the student's academic file.

SECOND OFFENSE WARNING: Can be issued by Program Director, Clinical Coordinator, and Clinical Preceptor. The student will receive a letter from the Program Director addressing the second offense. Documentation of the letter will be kept in the student's academic file along with proof of delivery.

THIRD OFFENSE WARNING: Will be issued by the Program Director along with the Clinical Coordinator. The student will be terminated from the Radiologic Technology Program.

If a student is terminated from the Program, they may not request re-admittance into the program.

A serious violation of the professional conduct policies or any other unethical behavior (refer to Professional Conduct for definition) may result in immediate termination from the program without multiple warning of offenses. A student terminated from the program for inappropriate conduct may not be considered for re-admission.

This includes Health Insurance Portability and Accountability Act (HIPPA) violations specific to individual clinical sites.

Students will also be subject to sanctions imposed by clinical sites conducting random drug testing.

21. Sanctions and the American Registry Credentialing Exam

Questions pertaining to sanctions as a result of violating an academic honor code, suspension or termination by an educational program a student attends will appear on the application forms for the ARRT certification exams. Affirmative answers will flag the file for a possible ethics review. The ARRT reviews each case on an individual basis. All applicants are afforded complete due process during any review. Each review addresses the reasons for the violation, including aggravating and mitigating factors. Students are encouraged to go to www.arrt.org ("Ethics section) or call the Ethics Department of the ARRT at (651) 6870048 ext. 580 for more information on the ARRT's process.

22. Termination from the Program

A student can be terminated from the program if any of the following occur:

- A. Serious violation of the Professional Conduct Policies or any other unethical behavior (refer to Professional Conduct for definition of)
- B. Serious Violation of College/Program Policies as determined by program faculty
- C. Lack of Academic Progress
 - i. Minimum Cumulative GPA of 2.67 for all Radiology courses
- D. Conviction of criminal offenses or failure to report prior criminal record
- E. Termination by third offense (refer to Reprimand Policy)
- F. Failure of any clinical portion of their clinical training.

If a student is terminated from the Program for any reason, they may not request re-admittance into the program.

23. Graduation Requirements

To be eligible to receive a diploma from the Radiologic Technology Program the student must complete:

- All radiology courses with a grade of "B-" (80%) or better
- Clinical Education courses I-IV with a grade "B-" (80%) or better
- All required staff and graded competencies
- Students must have 71 credits in total
- All financial responsibilities must be met
- A minimum cumulative grade point average of 2.67
- A minimum score of 80 on the final mock registry exam and 700 on HESI exam.

Johnson College Radiologic Technology Program ARRT Certification in Diagnostic Radiography

Graduates of the Johnson College Radiologic Technology Program are eligible to sit for the radiography certification examination of the American Registry of Radiologic Technologists (ARRT). In addition, candidates must meet all ARRT requirements and ethical standards. Conviction of a crime (felony, gross misdemeanor, or misdemeanor) and drug/alcohol related violations can affect a graduate's eligibility to sit for the examination. Certified radiographers may use the letters "R.T. (R)" after their names and ARRT certification satisfies most state radiographer licensure laws.

For more information, please visit: <http://www.arrt.org>

***ARRT Code of Ethics listed on last page**

25. Policy of Program Compliance with JRCERT Standards

The Johnson College Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). JRCERT accreditation is important because it tells you an educational program is committed to academic excellence, health care quality, and patient safety.

1. JRCERT accreditation is especially important to students because:
 - The JRCERT is the only organization recognized by the U.S. Department of Education (USDE) to evaluate and accredit education programs in radiography and specialty modalities.
 - Graduation from a JRCERT accredited program provides students with knowledge of safe and high-quality patient care.
 - JRCERT accreditation demonstrates that a program adheres to the national educational standards that will provide you with the knowledge, skills, and attributes through didactic and clinical education you need for entry into your chosen profession and to practice your profession anywhere in the United States.
 - In some states, only graduates of JRCERT accredited programs are eligible for licensure or certification. Graduation from a JRCERT accredited program assures that you will be eligible to practice in all states.
 - Many employers require job applicants to be graduates of a program accredited by JRCERT.
2. Students can access JRCERT Standards on the internet by going to www.jrcert.org and clicking on "Accreditation Process" and then "Standard"
3. If a student alleges non-compliance by the Johnson College Radiologic Technology program with the JRCERT Standards, the student may do the following:
 - Contact the Program Director and submit a written statement explaining the non-compliance allegation.
 - Contact JRCERT by mail: 20 N. Wacker Drive, Suite 2850, Chicago IL 60606-31852, by phone: (312) 704-5300, by fax (302) 704-5304, or by email: mail@jrcert.org

4. The Program Director will do the following:

- Document the allegation for the program files.
- Resolve the problem and follow-up with documentation.

26. Communicable Illness

In Relation to Patients:

- During the first semester and prior to their first clinical practicum, all students will be taught the aspects of communicable disease and universal precautions through patient care.
- Universal precautions as described by the Center for Disease Control will be followed by all students during their clinical practicums.

In Relation to Students:

- Any student that is diagnosed as having a communicable disease must report the condition to the Program Director and Clinical Coordinator within 24 hours of the diagnosis. The Clinical Coordinator will notify all involved parties. Documentation will be kept on file at the college.
- Any student diagnosed as having a communicable disease will not be allowed to continue clinical or didactic training until sufficient documentation from the student's attending physician is provided, stating the student is able to perform duties without danger to patients, staff, or visitors. Time missed will be made up utilizing the "Making Up Clinical Time" policy as described in the attendance policy.

Reporting of Communicable Diseases

In Relation to Students:

A student who comes in contact with a person having a communicable disease must report it to Clinical Preceptors and to the Johnson College Program Director.

27. Malpractice Insurance

Liability insurance is provided for all students by Johnson College.

28. Pregnancy

It is the student's choice whether to inform the Program Director and Clinical Coordinator of pregnancy or not; this is a voluntary process. The student has the right to change their option at any time during their pregnancy.

If the student chooses to inform the Program Director, it must be in writing as to what option she is choosing.

If a student chooses not to inform the Program Director and Clinical Coordinator of the pregnancy, no accommodations can be made to the student's clinical assignment or didactic program.

The development of radiation exposure standards reflects the sensitivity of cells to radiation damage. The radiation sensitivity related to the reproductive activity of the cells; embryo and fetus are more radiosensitive than children or adults. Because of the sensitivity of the unborn child, the National Council on Radiation Protection and Measures (NCRP) has recommended radiation exposure on the expectant mother be limited to 500 millirem during the 9 months of pregnancy. Every effort should be made to keep the radiation exposure to ALARA.

The unborn child is more sensitive to radiation during the first three months of pregnancy. It is important for the student to declare pregnancy as soon as they suspect pregnancy, or if diagnosed by a doctor. Changes can be made in the clinical setting and in laboratory classes to help lower the amount of radiation to the unborn child.

Steps to declaring pregnancy:

1. Verbally disclosing pregnancy to Program Director and/or Clinical Coordinator as soon as possible.
2. Fill out the attached Declaration of Pregnancy form within 2 days of verbal disclosure.
3. **A written note from a certified health care professional with:**
 - a) Expected due date
 - b) Written permission to continue to work in radiation area
 - c) Any current restrictions; changes in your health condition during the pregnancy must be documented with a follow-up note

Once the above steps are taken and the pregnancy is known, the student has five options to choose during their pregnancy. The student must inform the Program Director, in writing, which of the following option(s) she is selecting:

Option 1- You may continue your present clinical assignment without modifications.

- An additional radiation monitoring device must be worn at the waist at all times in the clinical and lab settings. This radiation monitoring device will be ordered at the expense of the student.
- The student must **sign a waiver** releasing the College and clinic facilities before continuing with clinic.

Option 2- You may continue your present clinical assignment.

- An additional radiation monitoring device must be worn at the waist at all times in the clinical and lab settings. This radiation monitoring device will be ordered at the expense of the student.
- Students will be given the option to take three months post-partum leave, which must be requested in writing. If post-partum leave is taken, the student will have to wait a whole year before restarting classes.
- The student must sign a waiver releasing the College and clinic facilities before continuing with clinic.
- If the unborn child receives excessive radiation according to the National Council on Radiation Protection and Measures (NCRP) the student will be unable to continue in the clinical part of the program.
- The student must make up all time missed.
- The student must complete all requirements of the program before graduating.
- The student must **sign a waiver** releasing the College and clinic facilities before continuing with clinic

Option 3- You may take a leave of absence from the Radiologic Technology Program.

- Must make an appointment to discuss this with the Program Director and provide written documentation of your intent.
- If taking a leave of absence, the student must wait an entire year before they can re-enroll in Radiologic Technology Program. If a student does not return to the program, which cannot exceed 12 months, they will be terminated from the program without the possibility of readmission.

Option 4- A student may undeclare a pregnancy at any time. If she revokes her declaration of pregnancy, the lower dose limit for the embryo/fetus no longer applies. If the student has any questions or requires additional information, the Radiation Safety Officer will be available for further discussion. The student must provide written documentation with their decision to revoke their declaration of pregnancy to the College and clinic facilities before continuing with clinic.

Option 5- A student may opt out of any of the above decisions at any time after notifying the program director and have submitted written documentation of their intent.

IV. CLINICAL PRACTICUM

Overview of Clinical Education

The Johnson College Radiologic Technology Program is committed to providing a comprehensive academic and clinical education experience essential to prepare a student for an entry-level position in the field of Radiology. The clinical curriculum is composed of four sequentially linked competency-based clinical education courses that increase in complexity and requirements. Compliance with all handbook policies is required.

Specific details of the clinical curriculum are contained in the clinical syllabi, which are distributed to each student at the beginning of each practicum, and are located on the College's Learning Management System. Each student will be provided with information necessary to access the College's LMS.

Students will be required to pass a series of competencies according to the Positioning Lab I and II syllabus. If a student does not pass these required competencies of the positioning lab, they will not qualify to attend their clinical practicum. They must follow the conditions of their Personal Action Plan to remain in the Radiologic Program (See Academic Probation).

The mastery of these competencies is important for the student's ability to safely and appropriately conduct an exam in the clinical setting. Lack of academic progress in the clinical portion of the program indicates clinical incompetence. **Students who fail any portion of their clinical training will be terminated from the Radiologic Program, with no option to reapply.**

Placement of Students in Clinical Education Settings

Students enrolled in the Johnson College Radiologic Technology Program will be scheduled and placed in Clinical Education Sites affiliated with the College. Each student will rotate through a minimum of two different clinical facilities throughout their clinical practicum experience. Students are responsible for personal travel and all costs related to their travel to the clinical sites. Clinical education setting placements are made by the Clinical Coordinator. Clinical education placements are based upon, but not limited to:

- The clinical education setting student capacity, as determined by the policies of the Joint Review Committee on Education in Radiologic Technology (JRCERT).
- The needs, expectations, and qualities of the students.

Student placement in a clinical setting is done by random selection. The students are informed prior to acceptance that they will be required to drive extended distances from their home for clinical rotations.

A clinical practicum of 120 hours = 1 credit *

**The Clinical Practicum Experience described by the Joint Review Committee on Education in Radiographic Technology (JRCERT) at a facility recognized by the JRCERT as meeting appropriate qualifications for delivery of clinical education. A clinical practicum experience is utilized for providing learning experiences to develop attainment of required program competencies. A Clinical Practicum site requires JRCERT recognition.*

Clinical Education Affiliates

Students must not exceed 40 hours of clinical clock hours during a clinical week in accordance to JRCERT Standards

Barnes Kasson Hospital 400 Turnpike Street Susquehanna Depot, PA 18847 Phone: 570-853-3135 x238 <u>Contact: Christy Eger</u> Clinical Preceptors: Christy Eger Work Hours: 7:30-4:00	Commonwealth Health (MTH-CHS) 150 Brooklyn St. Carbondale, PA 18407 Phone: 570-281-1350 Contact: Clinical Preceptors: Jen Robbins Work Hours: TBA	Endless Mountain Healthcare Systems 100 Hospital Drive Montrose, PA 18801 Phone: 570-278-3801 x1701 <u>Contact: Sherri Arnold</u> Clinical Preceptors: Janet Donovan Kristin Wilson Work Hours: 7:30-4:00
Geisinger - CMC 1800 Mulberry Street Scranton, PA 18510 Phone: 570-703-8151/8152 <u>Contact: Eric Riggelman</u> Clinical Preceptors: Eric Riggelman Alana Sienkiewicz Vanessa Striefsky Corey Novak Alexis O'Hara Stacy Smurl Work Hours: 8:00-4:00	Geisinger Mt. Pleasant 531 Mt. Pleasant Dr. Scranton, PA 18503 Phone: 570-703-8201 (Rad. Dept.) <u>Contact: Rose Acernese</u> Clinical Preceptors: Jessica Dubanowicz Work Hours: 8:00-4:30	Geisinger South Wilkes-Barre 26 Church St. Wilkes-Barre, PA 18765 Phone: 570-808-6617 <u>Contact: Deb Adamski</u> Clinical Preceptors: Jennifer Gillman Gerald O'Malia Work Hours: 8:00-4:30
Guthrie Health Clinic Robert Packer Hospital 1 Guthrie Square Sayre, PA 18840	Lake Scranton Urgent Care 1141 Moosic St., Suite 3 Scranton, PA 18505 Phone: (855) 990-2273 Contact: Clinical Preceptors: Anna-Maria Hanchulak Work Hours: 9:00-5:00	Lehigh Valley Hospital Cedar Crest, NJ-78 P. O. Box 689 Allentown, PA 18105 Phone: 610-402-8084 <u>Contact: Kelly Shupp</u> Clinical Preceptors: Kelly Shupp Lisa Frederickson Work Hours: 7:00-3:30
Moses Taylor Hospital 700 Quincy Avenue Scranton, PA 18510 Phone: 570-770-7309 <u>Contact: Ashley O'Malley</u> Clinical Preceptors: AnnMarie Bower Sherrial Owens Theresa Mizwinski Ashley O'Malley Work Hours: 8:00-4:30	Pocono Medical Center 206 East Brown Street East Stroudsburg, PA 18301 Phone: 570-476-3517 570-421-4000 ext 4828 <u>Contact: Darlene Noel</u> Clinical Preceptors: Matthew Mc Dade Colleen Moroski Work Hours: 7:00-3:30	St. Luke's Hospital – Gnadden Huetten Campus 211 North 12th St Lehigh, PA 18235 Phone: 610-377-7061 <u>Contact: Tracy Zschunke</u> Clinical Preceptors: Tracy Zschunke Work Hours: 7:00-3:30

<p>Towanda Memorial Hospital 91 Hospital Dr. Towanda, PA 18848 Phone: 570-268-2283</p> <p><u>Contact: David Sickler</u> Clinical Preceptors:</p> <p>Jonna Phillips</p>	<p>Viewmont Imaging (Geisinger) 435 Scranton-C'dale Hwy Scranton, PA 18508 Phone: 570-207-5507 x7196</p> <p><u>Contact: Barb Zarambo</u> Clinical Preceptors:</p> <p>Kim Kuratnick Briar Woodley</p> <p>Work Hours: 8:00-4:00</p>	<p>Wayne Memorial Hospital 601 Park Street Honesdale, PA 18431 Phone: (570) 253-8100 x8121 <u>Contact: Robert Brzuchalski</u> Clinical Preceptors:</p> <p>Christine Kapalski Sara Leonardi Jenna Siniawa * OUTPATIENT</p> <p>Work Hours: 7:30-4:00</p>
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Objectives of Clinical Practicum

The student will observe, practice, and demonstrate the professional skills of a Radiologic Technologist by:

- Performing the required minimum number of competency examinations during each clinical course
- Evaluating the request and following the proper patient identification policies of the radiology department
- Provide patient instruction before and after exam
- Using proper body mechanics in clinical practice in order to avoid injury
- Supporting, assisting, evaluating, questioning, observing, informing the patient
- Properly positioning the patient for the procedure
- Following safe radiation protection guidelines
- Using equipment and technique charts correctly
- Processing and evaluating radiographs
- Critique each image for quality assurance
- Follow through to completion of exam including, but not limited to, room cleanup, patient transfer information, and completion of all necessary exam documentation
-

The student will observe, practice, and demonstrate learning and growth in professional behaviors by:

- Demonstrating an ability to work with others
- Communicating an empathetic attitude toward the patient
- Accepting constructive criticism willingly as a helpful contribution toward his/her improvement
- Demonstrating an effective use of time by working systematically and efficiently
- Adhering to hospital and program policies and requirements
- Demonstrating ethical conduct and respecting the patients' values and rights, particularly confidentiality
- Adhere to the ASRT Code of Ethics
- Demonstrating initiative in clinical responsibilities
- Demonstrating dependability and responsibility in clinical assignments
- Presenting an appearance and demeanor that communicates professionalism and competence
- Adhere to the radiographer's scope of practice and practice standards
- Demonstrating interest in the profession of radiology by joining a professional organization such as the American Society of Radiologic Technologists (ASRT)

Upon completion of the program, the student will:

1. Use professional terminology when interacting with health care professionals.
2. Demonstrate proper techniques/skills for successful communication with patients.
3. Demonstrate ability to interpret radiologic procedures requisitions properly.
4. Demonstrate knowledge of human structure and function including general anatomy and anatomical relationships, organ and system functions and relationships.
5. Demonstrate knowledge and use of positioning terminology.
6. Demonstrate ability to use immobilization devices properly.
7. Demonstrate knowledge and use of proper breathing instructions.

8. Identify and evaluate technique and positioning variations for trauma, pediatric, geriatric, and atypical patients.
9. Demonstrate knowledge of adequate patient preparation for procedures.
10. Demonstrate ability to manipulate a fluoroscopic unit, mobile, and perform OR procedures.
11. Demonstrate the ability to recognize mistakes and take corrective action.
12. Demonstrate ability to perform basic mathematical functions necessary for determining technical factors.
13. Demonstrate ability to evaluate and adapt exposure factors for various patient conditions, equipment, accessories, and contrast media to maintain radiologic quality.
14. Properly use methods of patient protection for all patients including male patients, women of childbearing age and pediatric patients.
15. Demonstrate ability to modify exposure factors to increase protection for the patient.
16. Demonstrate understanding of personnel protection concepts including time, distance and shielding during general radiology and fluoroscopy.
17. Demonstrate the ability to exercise independent judgment in the technical performance of medical imaging procedures.
18. Demonstrate the ability to think critically.

V. POLICIES

1. Mandatory Program Meetings

Mandatory program meetings are scheduled at the beginning of each semester and summer session. Students will be notified of these meetings by two of the following: email, class announcement, and/or postal mail. The purpose of the program meeting is to distribute and discuss the clinical education course syllabus, review policies, and discuss procedures and issues at hand. Assessment techniques and additional clinical education information will also be presented and discussed.

Student attendance is mandatory. Students that do not attend the mandatory meeting will need to have an individual scheduled meeting prior to the start of the new clinical semester. Penalty for not attending is the deduction of three (3) points off of your final grade.

2. Competency Requirements

All requirements for clinical practicums are presented to students at mandatory clinical meetings. The syllabi have all requirements, along with explanations, which is available on the learning management system. Students are responsible for knowing the content of the syllabi.

Equipment Competencies - will be completed at the beginning of **each rotation through a new clinical education setting** for every room and all portable equipment (including C-Arm) in the department. It is important for the student to be familiar with the different machines used in the different hospitals. The student must be competent to operate equipment before performing a staff or graded competency. The equipment competency is pass/fail. **Equipment competencies must be completed before a student completes any staff or graded examination using that equipment.**

Hospital Orientation Checklist - must be completed by the end of the first and third semester at **each rotation through a new clinical education setting**. This checklist covers the entire Radiology Department. This competency is pass/fail.

Procedure Competencies - There are two types of competencies (staff and graded). Staff Competency is the first competency the student will complete. Once a staff competency is completed, the student may attempt a graded on that particular examination. **Not all Staff Competencies need to be performed as a Graded. Please refer to your Master Competency sheet for details.**

In order to complete competencies in a timely fashion, students are required to complete a specific number of competency exams per semester. If a student fails to meet the required number of competencies, the student will receive a zero for each staff/graded competency they are lacking. Students will receive a Master Competency Checklist that contains a competency exam schedule when they begin their first clinical experience. The competency exam schedule is designed so that the student can meet the requirements of the program based on their educational experience and clinical experience. **Students are to adhere to the required competencies as stated in the syllabus. Students may staff exams only once the student has been successfully tested on the procedure(s) in Positioning Class.**

*At the discretion of the Clinical Coordinator, any competency exam can be dismissed and it will be the expectation of the student to repeat the competency examination.

Staff Competency - The student needs to be supervised by a registered technologist.

The student should have knowledge of all requirements for the exam. Examples are required projections, IR size and directions, angulations and obliquities, knowledge for operating all equipment necessary to perform the exam, technical factors for each projection, centering point, and knowledge of marker placement. The technologist may offer minimal assistance by checking centering points, technical factors, and making minor suggestions. The student should ask minimal questions relative to the task and should perform the entire exam with minimal assistance. **The Clinical Preceptor or Staff/Clinical Coordinator/technologist must be informed prior to attempting the examination if the student desires evaluation for the given exam.** Any exam that warrants a repeat radiograph is not considered for competency evaluation.

Graded Competency - The student **must be supervised by a JRCERT recognized Clinical Preceptor or the Clinical Coordinator** to complete a graded competency.

The student should be able to perform the exam for evaluation without active assistance from the Clinical Preceptor/Clinical Coordinator. The student should be capable of positioning, using correct IR sizes and directions, proper centering, marker placement, technical factors, and interventional methods, if needed. **The Clinical Preceptor/Clinical Coordinator must be informed prior to attempting the examination if the student desires evaluation for the given exam.**

General Policies for ALL Competency Exams

Students are required to notify the technologist/Clinical Preceptor/Clinical Coordinator prior to beginning the competency exam. The student should ask the technologist, present the competency book and then proceed with room preparation and getting the patient. Student seeking a staff competency may receive minimal assistance from the evaluator and the students seeking graded competency evaluation may receive no assistance (exception would be lifting help) during the examination.

***Radiographs that do not display the student's radiologic marker
will not be considered for evaluation. ***

The student may be allowed to repeat a projection at the discretion and judgment of the Clinical Preceptor/Clinical Coordinator. The student is required to furnish the technologist with technical factors utilized for the examination and is required to follow the protocol of the facility relative to projections, IR sizes, exposure index, etc.

The evaluator must be a registered radiologic technologist in good standing with the American Registry of Radiologic Technologists. **The competency must display the signature of the technologist and the date in which the form was completed to be considered a competency and to be maintained as part of the student's permanent record.** In addition, the competency form must also display the patient's medical record number and the date of exam to be considered for the permanent record. Competencies will be kept on file at the College and become part of the student's permanent record. This information is strictly confidential. Students may request to view their records by written request 24 hours in advance to the Program Director. All records are the property of the College and may not leave the program office.

In order for the student to receive proper credit for completed competency exams, students are required to hand in documentation of all completed competency exams following the guidelines stated above **within 2 weeks of completion.** Failure to do so will result in the student not receiving credit for the exam. The student must do the competency exam again and turn it in within the 2-week guideline.

**** The Clinical Coordinator/Clinical Preceptor can disqualify ANY exam submitted for grading if not all areas discussed are adhered to ****

What happens when a student does not do the required number of competencies for that semester?

The student is assigned a grade of zero (0) for each competency not completed, which could lead to failure of the practicum and termination from the program.

Additional Policies for Graded Competency Exam

The student has three attempts to pass graded competency.

The grade is determined by how many competencies it takes for a student to pass. The highest grade possible would be:

First attempt = 100%

Second attempt = 93%

Third attempt = 86%

Graded competencies may only be supervised **and signed off by a JRCERT recognized Clinical Preceptor or the Clinical Coordinator** at that Clinical Education Site.

Graded competency handed in with unofficial signatures will not be logged and must be repeated.

3. Non Competency Requirements

The student must keep a log of all procedures on a daily basis.

Each study documented in the logbook must have the following information:

1. Patient's medical record number
2. Date of procedure
3. Technologist/instructor who supervised exam with initials
4. Student must state if they observed, assisted, or completed the procedure

If the log is not kept up to date the student will have points deducted from their clinical grade.

*All non-competency exams that must be completed will be listed on each practicum's syllabus. *

The student must keep a daily journal.

The journal must be completed at the end of each clinical day. The student can document interesting cases, growth in their performance, difficult patients, anything assisting them in bettering themselves. In addition, students may document any problems they are having with an individual or instructor. The information will be read by the Clinical Coordinator and/or Clinical Preceptor from the college at each clinical visit.

If the journal is not kept up to date, the student will have points deducted from their clinical grade.

Journal/log forms are provided in the form section of this handbook and are required to be submitted bi-weekly.

The Clinical Coordinator and/or Clinical Instructor from the college may review all items periodically throughout the semester.

- **Comprehensive Final Exam.** Each clinical practicum will conclude with a comprehensive final exam. The exam is administered on the College campus and will be scheduled for the last day of clinic. The Clinical Coordinator will communicate the exact date and time in advance, as well as clinic attendance policies for that day.
- **Clinical Education Evaluations.** The Clinical Preceptor(s) at the clinical education site will evaluate the students twice during each Clinical Practicum, once at mid-semester and once at the end of the semester. Clinical preceptor will rate a student's performance in the clinical setting using a progression scale. The Clinical preceptor and/or Clinical Coordinator from the College will review the student's compliance with the Clinical Practicum Requirements (as detailed above). The Clinical Preceptor may make additional comments regarding the student's performance in the clinical education setting. Evaluations completed at the middle and end of the semester will be calculated into the student's final grade. Refer to Self-Evaluation forms located in this handbook under Forms Section IV for evaluation criteria. Also, please refer to each course syllabus for further details and exact weighting.

During each practicum, the student will also evaluate him or herself using the same progression scale. The student is asked to be honest and frankly assess their skills and progress in the clinical education setting. The Self Evaluation will not count towards the student's final grade. It will be used as an assessment tool for clinical education. The Self Evaluation form is located in this handbook under Forms Section IV.

Once the student has completed the self-evaluation, they will meet with the Clinical Preceptors (CP) and/or Clinical Coordinator from the college to review the evaluations. The student will be allowed to review their ratings, comments, and then be asked to sign off on both the evaluation and the self-evaluation. At this time the student may request to discuss their evaluation with the site clinical preceptor(s). If the site CP is unavailable to meet during the evaluation, a meeting will be set up with the student and the clinical instructor at a later date.

The mid-semester and final evaluations will be kept on file at the College and become part of the student's permanent record. This information is strictly confidential. Students may request to view their records by written request 24 hours in advance to the Program Director. All records are the property of the College and may not leave the program office.

- **Special Clinical Rotations.** The student may participate in several experiences designed to enhance the clinical experience further.

Students will participate in a clinical rotation through one **weekend of days** during their second clinical practicum only.

The primary goal of this rotation is to provide the student with the opportunity to engage in an environment that is primarily trauma and critical care cases. This rotation requires a greater use of individual cognitive and psychomotor skills due to the decreased staffing environment of weekends.

Students will experience a clinical rotation in **CT scanning** during their summer session in order to gain a background in the basic principles of Computed Tomography. The student must complete the **Clinical Rotation Evaluation** form for CT that is located in this handbook under Forms Section IV.

Also, during the senior year, students will have the opportunity to explore clinical rotations in **special modalities** outside of the diagnostic radiology department at the clinical education setting. No competencies or evaluations are required while in a special modality. Choices may include Nuclear Medicine, PET scanning, Interventional Radiology, Cardiac Catheterization, Magnetic Resonance Imaging (MRI), DEXA Scanning, Mammography, and Oncology. Please refer to course syllabus for further details. **Please note that these special modalities are strictly for observational purposes only and upon completion of mandatory clinical competencies.**

MRI Safety Policy:

Mandatory MRI safety training is implemented before the start of the first clinical rotation. This training is done through a safety video, comprehensive assessment, and also a review of MRI safety screening forms. MRI safety is also reviewed more in depth in RAD 236. On-site training is provided by clinical sites that have an MRI suite. An MRI screening form is also provided to complete prior to special modality clinical observation at the clinical site.

Mammography Clinical Rotation policy:

The radiography program sponsored by Johnson College has revised its policy, effective July 2016, regarding the placement of students in mammography clinical rotations to observe and/or perform breast imaging. (Additionally, the policy may be applied to any imaging procedures performed by professionals who are of the opposite gender of the patient.)

Under the revised policy, all students, male and female, will be offered the opportunity to participate in mammography clinical rotations. The program will make every effort to place a male student in a mammography clinical rotation if requested; however, the program is not in a position to override

clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.

The change in the program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student mammography clinical rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is included as Addendum A to the program's policy and is also available on the JRCERT Web site, www.jrcert.org, Programs & Faculty, Program Resources.

- **Adhere to All Other Rules, Policies, and Procedures.** The expectation of the student is to follow all rules and procedures outlined in the Radiologic Technology Student Handbook and act as a representative of Johnson College at all times during the clinical experience.

*This Evaluation is part of the clinical portion of the grade and must pass with an 80 (B-) or better in order to progress within the program. Any grade below this will either be placed on Academic Probation or dismissed from the program.

4. Simulations

All competencies are discussed and outlined with the students at the beginning of every semester. This process is closely monitored and graded accordingly. (Please see semester related syllabi for details) The required amount of staff and graded competencies is an integral part of the learning process and mandated by the ASRT. Due to the fact that not all clinical sites may or may not present the required studies mandated, every effort will be made to ensure that the student is competent in each radiographic study. Certain studies may require that the student be rotated to another clinical site. This will be done at the discretion of the clinical coordinator and after discussing and determining the lack of particular procedure(s) with officials at the clinical site.

A simulation of a competency is **ONLY** allowed when the following stipulation has been met:

- The Clinical Coordinator has determined that the procedure is rarely done.
- Simulations will be performed only at the end of your final Clinical Practicum. Must be approved by the Clinical Coordinator or Clinical Preceptor.

5. Health and Character Documentation

Some programs of study, educational experiences, clinical practicums, internships, and cooperative education programs, as well as potential employers, may require a criminal background check and/or drug screening. Johnson College is not responsible for the decisions or actions of other institutions or organizations that may result from students' failure of drug screening or background check or students' failure to report the results of these incidents to the College.

Health forms and medical documentation are housed in the Radiologic Technology office in the students' permanent file. This information is strictly confidential.

Proper documentation is required from the healthcare provider (example physician, lab...)

6. First-year health requirements:

Radiography students are required to provide:

- **Rubella Titer** or documentation of a second dose of measles, mumps, rubella vaccine. **(MMR)**
- **Chicken Pox (Varicella)** -history of the disease, proof of the vaccine or laboratory evidence of immunity.
- **Yearly Two-Step PPD** (Tuberculosis) screening is required. If test results are positive, a chest x-ray is required.
- **Hepatitis B** immunization is a series of three shots. It is required for the student to have at least the first two doses of the vaccine before their clinical rotation begins and proof of receiving the full Hepatitis B series will be needed.
- **Hep B Titer – required.**
- **Influenza** 1 dose of influenza vaccine annually is required by the clinical facilities or a mask will have to be worn in clinic if the vaccine cannot be given.
- **CPR** (cardiopulmonary resuscitation) certification from an accredited provider is required. It is the student's responsibility to complete the certification before the start of Clinical Practicum I. Only the following two CPR courses are acceptable:
 - a. **American Heart Association Health Care Provider** or
 - b. **American Red Cross Professional Rescuer.**
- **Yearly Criminal Background Check** for each student is required by the College and the clinical affiliates upon acceptance into the Radiologic Technology program. Students must provide an updated criminal background check annually. **Any misdemeanors, felonies, convictions, etc. may inhibit clinical placement.**
- Evidence that he/she is in good health from his/her physician. The **Student Health Clearance Form** is found with the welcome letter sent to newly accepted students.
- **Proof of Health Insurance-** students must provide a copy of their current health insurance cards to the Clinical Coordinator for their clinic file. Health insurance coverage is mandatory for each student in order to participate in his or her clinical education and must be updated annually. If your name is not printed on your card, you must obtain a letter from your provider indicating that you are covered under your parents/spouse's plan.

Second-year health requirements:

Returning radiography students are required to provide:

- Yearly **Two-Step PPD** (Tuberculosis) screening is required. If test results are positive, a chest x-ray is required. If needed, a form is located in the Forms section of this handbook.
- The College and the clinical affiliates require a **Criminal Background Check** for each student. Students must provide an updated criminal background check annually.
- **CPR** (cardiopulmonary resuscitation) certification from an accredited provider is required. If the student did not obtain a two-year certification or the student's certification has expired, it is the student's responsibility to complete the certification before the start of Clinical Practicum III. Only the following two CPR courses are acceptable:
 - **American Heart Association Health Care Provider** or
 - **American Red Cross Professional Rescuer.**

STUDENTS WILL BE PULLED FROM CLINIC WITH AN EXPIRED CPR CARD AND MAY NOT RETURN UNTIL THEY COMPLETE THE COURSE AND RECEIVE AN UPDATED CARD.

- **Proof of Health Insurance-** students must provide an updated copy of their current health insurance cards to the Clinical Coordinator for their clinic file. Health insurance coverage is mandatory for each student in order to participate in his or her clinical education and must be

updated annually. If your name is not printed on your card, you must obtain a letter from your provider indicating that you are covered under your parents/spouse's plan.

8. Criminal Background/ Drug Screening Policy

Each student will be required to have both state and federal criminal background checks, child abuse clearance, fingerprinting and drug screening. **Johnson College is not responsible for the decisions or actions** of other institutions or organizations that may result from students' failure of drug screening, random drug screening, background checks, or students' failure to report the results of these incidents to the college.

Failure of drug screening both on and off Johnson College premises will result in disciplinary action up to and including termination from the program. The Radiologic Technology program follows the Johnson College drug policy of zero tolerance found in the Johnson College student handbook.

9. Markers, Radiographic

Students are required to utilize radiographic markers to mark each radiographic procedure they perform properly. Markers will be provided for the student by the Radiologic Technology Program for a fee at the beginning of the first Clinical Practicum.

If the student loses their markers, it is their responsibility to report the loss to the Clinical Coordinator so that they may purchase new markers to replace the lost ones. The replacements are provided to the student for a fee. If the student does not have his or her markers at clinic, they will be suspended from clinic.

Failure to properly mark and/or identify a radiograph is a potential medico-legal problem and a possible case of negligence; it may result in disciplinary action up to and including termination from the program.

10. Radiation Monitoring Device (Dosimetry) Service

Radiation Monitoring Device Service shall be provided by the College for the Clinical Education Setting and for labs. See Radiation Protection Practices for more information. A replacement badge can be ordered if it is lost or damaged for a fee.

11. Radiation Protection Practices

A. Protection Practices

To help ensure that all radiologic technology students are learning in a safe working environment, the amount of radiation received is monitored. A radiation monitor badge and holder will be issued for each student. Students are assigned a username and password to view radiation dose at any time from any computer with internet access.

The radiation monitoring badge must be positioned at the collar level and worn outside the lead apron, where applicable. Each student must exercise care to correctly use the radiation monitor badge and prevent its loss or damage. Replacement badges may be ordered as needed by contacting the Clinical Coordinator. Students will be responsible for the cost of replacement badges.

Students are NOT allowed to hold patients or imaging devices during x-ray exposures, this will result in immediate termination from the program. Students are expected to practice the **ALARA*** principle through recognized radiation safety strategies as instructed in the program.

As part of a good **ALARA** (**A**s **L**ow **A**s **R**easonably **A**chievable) program, it is recommended devices be read once a week. Using the principles of ALARA means doing everything you can to minimize the effects of radiation to yourself and your patients. However, it is mandatory for the student to check and read the badge once a month before the 5th. Failure to do so will result in points deducted from the clinical grade. If a student goes to their clinical site or to the radiation lab on campus without their radiation badge, they will be sent home and points will be deducted from either their clinical or lab grade.

The results are reviewed by the Clinical Coordinator and/or Radiation Safety Officer. Monthly dosimetry reports are placed in an official document holder.

In the event that there is a suspicious and/or “high” reading the following protocol will be followed:

- The Clinical Coordinator will meet with the student, the clinical preceptor and/or program director to discuss what may have caused the radiation monitoring badge reading and how to proceed in clinical education with radiation safety in mind.
- An exposure under 40 mrem in a month in each individual category (shallow, deep, eye) would be considered reasonable.
- The clinical coordinator will monitor the “quarter to date” reading.
- If a reading exceeds 125 mrem per quarter (10% of the annual limit), a “red flag” will have been raised and the student will be notified.
- A 125 mrem per quarter will be reviewed by program and hospital officials.
- If the quarterly exposure exceeds 360 mrem (30% of the annual limit), the situation is further investigated with the student being notified on how to proceed with his or her clinical education.

Students are required to exercise sound radiation protection practices at all times. Students are required to wear radiation monitoring badges at all times during clinic and lab classes. At no time may a student participate in a procedure utilizing unsafe protection practices. This includes holding patients while an exposure is occurring. A student is required to wear a lead apron and thyroid shield when doing portable radiology and fluoroscopy.

Each student shall:

- Wear the radiation monitoring badge at all times while in clinical education and laboratory setting.
- Understand and read each monthly radiation monitoring badge report. He or she will have been taught in class how to read the report.
- Never allow the radiation monitoring badge to be exposed to water or to be exposed to excessive heat.
- Immediately report the loss of a radiation monitoring badge to the Clinical Coordinator. A lost radiation monitoring badge will be replaced immediately at the expense of the student.

B. Patient Protection

Radiation protection of the patient is the student’s responsibility when he/she is performing the study. Students must be aware of and practice procedures of patient shielding. Students are

expected to practice the ALARA principle through recognized radiation safety strategies as instructed in the program.

***ALARA is defined as As Low As Reasonably Achievable and will be discussed further in Radiation Biology & Protection class.**

C. Supervision of Students-Direct/Indirect

IN ACCORDANCE WITH THE JRCERT (JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY) STANDARDS, THE POLICY FOR DIRECT AND INDIRECT SUPERVISION MUST BE FOLLOWED WITHOUT EXCEPTION AND IS AS FOLLOWS:

Direct Supervision - defined as student supervision by a qualified practitioner, who reviews the procedure in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge, is present during the procedure and exposure, and reviews and approves the procedure.

Direct supervision exists when the student has a technologist present in the room and/or control area when the patient is exposed to ionizing radiation.

Direct supervision is used:

- when the student has not successfully completed a competency test on the particular exam performed
- to review the procedure in relation to the student's achievement
- to evaluate the condition of the patient in relation to the student's knowledge
- whenever a repeat radiograph is being performed
- when a student is in the first year of the program
- during surgical and mobile radiography procedures regardless of level of competency
- transporting a patient within the facility (ex. ER, patient's room, lab, etc.)

Upon the completion of an exam, students may not send, delete images or dismiss patient without approval from an employed registered technologist.

Indirect Supervision is defined as student supervision provided by a qualified practitioner immediately available to assist the student regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a radiologic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

Indirect supervision may be used:

- Only after the student has successfully completed a competency test on the particular examination
- Only during the second year of the program

Upon the completion of an exam, students may not send, delete images or dismiss patient without approval from an employed registered technologist.

12. Repeat Radiographs

IF A STUDENT IS REQUIRED TO REPEAT A RADIOGRAPH FOR ANY REASON, THEY MUST DO IT UNDER DIRECT SUPERVISION OF A REGISTERED TECHNOLOGIST TO ASSURE PATIENT SAFETY AND PROPER EDUCATIONAL PRACTICES. THIS IS A JRCERT REQUIRED POLICY. THERE IS NO EXCEPTION TO THIS RULE. FAILURE TO COMPLY WITH THIS WILL RESULT IN TERMINATION FROM THE PROGRAM.

The above information is given to each student in the Radiologic Technology Program and to all clinical facilities.

At the completion of the exam, the registered technologist must approve the radiographic images prior to dismissal of the patient.

Upon the completion of an exam, students may not send, delete images or dismiss patient without approval from an employed registered technologist.

13. Professional Conduct

The clinical affiliate reserves the right to refuse admission to any Radiologic Technology student who is involved in any activity not considered professional or conducive to proper patient care.

Mind-altering substances, including alcohol, are not to be consumed less than 12 hours prior to the beginning of the clinical practicum. If, in the clinical judgment of the coordinator, instructor, and/or supervisor possible evidence exists related to the intake of mind altering substances, the coordinator, instructor, and/or supervisor may remove the student from the clinical area and may request that the student submit to a screening for drugs and/or alcohol at the student's expense. In the event evidence of such exists, the student will be subject to disciplinary action up to termination from the program.

The hospital affiliates expect every student to follow basic rules of conduct. Policies defined in the affiliate's employee handbook as grounds for immediate termination for the employee also apply to students in the Radiologic Technology Program.

It is our mandated policy that our students follow the American Society of Radiologic Technologist Code of ethics. A notice of conviction is placed on Johnson College's web.

Any student that is terminated from their clinical site by the hospital officials will be immediately terminated from the program.

The behaviors below will be subject to disciplinary action, up to and including suspension and/or termination from the program:

1. Deliberate inattention to patient care.
2. Discussion of personal topics or experiences unrelated to patient care.
3. Dishonesty including but not limited to:
 - a. forgery of any clinical documentation (comps, attendance etc.)
 - b. plagiarism (failure to footnote properly)
4. Fitness for Duty (any condition that can adversely affect the quality of patient care).

5. Unethical conduct (including but not limited to deceive, defraud or harm to the public, willful or careless disregard for health and safety of a patient).
6. Divulging any confidential information. Students must abide by the Health Insurance Portability and Accountability Act (HIPAA).
7. Refusal to carry out assignments or reasonable instructions.
8. Failure to fulfill responsibilities to an extent that might or does cause injury to a patient, visitor, employee, or another student.
9. Chronic or habitual absenteeism and/or tardiness.
10. Deliberate violation of a posted health, safety, fire prevention, or security rule.
11. Deliberate or negligent acts that cause damage to, waste of, or loss of material, supplies, equipment, facilities, or other property of the hospitals/College.
12. Falsification of medical records or requested documents.
13. Theft, removal of, unauthorized possession of, or unauthorized use of property belonging to any other student, employee, visitor, patient, or the medical center. This includes the intent to remove or the removal of property from hospital grounds.
14. Threatened or actual physical violence or verbal abuse of a patient, visitor, staff or fellow student.
15. Illegal use or possession of drugs, or the dispensing of drugs without a prescription.
16. Possession or use of an intoxicant or narcotic on hospital premises, or reporting to school or clinic under the influence of an intoxicant or narcotic.
17. Disorderly or immoral conduct on hospital/College premises.
18. Soliciting tips, loans, or gifts from patients or other persons.
19. Rude or discourteous behavior.
20. Use of vile, intemperate, or abusive language or acting in a disrespectful manner toward any employee, patient, school official, or any person at any time. This includes conduct of an offensive nature on-line/via the internet.
21. Unauthorized possession, use, copying, or revealing information about hospital business and activities or about patient's conditions, business, or activities.
22. Gambling on hospital premises.
23. Unauthorized absence from assigned area.
24. Failure to report an injury, accident, incident, or unsafe condition occurring or existing on hospital premises.
25. Possession of a lethal weapon on hospital/College property.
26. Unauthorized use of nourishments or food for patients or belonging to patients.
27. Using hospital phone for unauthorized personal calls.
 - a. Any conduct seriously detrimental to patient care, fellow students, employees, or hospital operation.
28. Dishonest or questionable conduct during written examinations.
29. Performance of any repeat radiograph without direct supervision of a registered technologist.
30. Holding patients during radiologic exposures.
31. Performance of any radiologic exam without a physician's written prescription.
32. Possession of hospital scrubs outside the medical center.
33. Sleeping, loitering, or loafing during program hours.
34. Unauthorized departure from clinical assignments.
35. Smoking in unauthorized areas (this includes the use of e-cigarettes).
36. Distributing or displaying unauthorized written materials.
37. Disregard of instructors about personal appearance, uniform, dress, or personal hygiene.

38. Disorderly conduct such as fighting, creating a disturbance, horseplay, or annoying another student or person while on hospital property.
- 39. Cellular phones cannot be carried or used during clinical education assignments or in the classroom; no texting, gaming or surfing the Internet.**

14. Patient-Student Technologist Relationship

Some basic rules when working with patients:

- Students must identify themselves as a student during an exam to a patient.
- Students must never leave a patient unattended.
- Address all patients by title and last name (Mr. Smith).
- Rough or improper treatment of a patient is not acceptable or appropriate.
- Chewing gum, whistling, or horseplay is inappropriate clinical behavior.
- Patients must be properly covered at all times.
- Students **will not**, at any time, administer medication, water, or treatment of any kind to a patient while in the department without the direction of a Clinical Preceptor.

15. Personal Appearance

The personal appearance and demeanor of Radiologic Technology students at Johnson College and the clinical affiliates reflect both the College and program standards and are indicative of the student's interest and pride in their profession. The uniform dress code is selected by Johnson College. (See specific uniform/dress code guidelines.)

16. Dress Code

While students are attending academic classes, they may express personal choice in dress. While students are in clinical areas, they are required to present a professional appearance at all times. It is the patient's right to be treated with dignity and care by clean individuals. Therefore, it is required that each student practice good personal hygiene.

The dress code for students, in the clinical environment is as follows:

1. Personal hygiene should be such that the student is without offensive body odor.
2. Perfumes and colognes are allowed in moderation (light fragrances).
3. No chewing gum in patient care areas.
4. School Uniforms are to be worn with the Johnson College logo on them.
5. School uniforms will be clean, neat, unstained.
6. **NO JEANS / NO SWEATPANTS**
7. Uniform shoes or white-soled sneakers. **NO "CROCS," CANVAS SHOES OR OPEN-TOE SHOES.** Shoes must be leather with the foot completely covered.
8. Sandals and boots are not permitted. Heel height must be moderate. Conservative sneakers or uniform shoes are the most appropriate footwear and should be kept clean and in good condition.
9. Socks must be worn.
10. Students are **required** to wear a Johnson College Radiologic Technology Program Student nametag **at all times**. They are to be worn on the front of their shirt or lab coat and must be visible at all times. If ID badges are not worn, the student will be sent home. **Displaying your student ID badge is mandatory and will be strictly enforced.**

11. Visible underclothing and/or tight-fitting clothing is not acceptable.
12. Hair must be neat in appearance. Long hair (touching shoulder or longer) must be pulled back and secured off the face for safety reasons and kept from coming into contact with the patient.
13. No extreme hairstyles or colors, at the discretion of the Program Director. It must be a natural color for all clinical placement settings.
14. **No tattoos should be visible.**
15. Fingernails should be kept short, neat, and clean. Clear or light-colored nail polish may be worn. No artificial nails of any kind.
16. Facial hair, if any, must be trimmed and neatly kept.
17. Necklaces can be worn. Long chains must be kept inside the shirt collar. If the necklace hangs out of the collar, you will be asked to remove it.
18. It is not appropriate to wear partial or mismatched scrub clothing; cuffs of scrub pants may not be rolled up, undergarments should not be overly-conspicuous, and white shirts may be worn under scrubs.
19. Articles of clothing with jewelry/pins with slogans, messages, or illustrations on them are not allowed (eg. Nike, Adidas, etc.).
20. Caps or hats are not acceptable.
21. School officials reserve the right to advise and require students not in compliance with this policy to alter their appearance and / or dress.
22. **Body piercing and gauges (ears, tongue, nose, etc.) must be removed for clinical rotations per clinical site.**
23. A college or hospital issued ID badge must be worn in the clinical setting during clinical hours. All hospital issued ID badges must be returned to the site upon the completion of your clinical rotation.
24. Radiation monitoring badges must be worn at all times in the clinical setting. If the monitoring badge is not worn, the student will be sent home. **Displaying your radiation monitoring badge is mandatory and will be strictly enforced.**
25. Right and Left markers are needed and therefore must be with you at all times in the clinical setting. Markers will be purchased at the students' expense from the College.
26. Hospital scrubs are to be worn in the operating room (O.R.). When assigned in the O.R., the student is expected to wear regular uniforms to their assigned area, change into scrubs when going to the O.R., and change back into uniform when O.R. cases are completed. At no time is it acceptable for operating room hospital scrubs to be in the student's possession outside of the hospital.

*****Any student not in uniform as described above will be sent home and will be required to make up any missed clinical hours. *****

In the event of unexpected soiling during patient examinations, the Clinical Preceptor or Radiology Supervisor will provide guidance to the student.

***Students will be subject to a verbal or written warning if the dress code is not properly followed.**

17. Absences

The student is required to contact **BOTH** the College and the assigned clinical education facility of any absences. The student is to call prior to the start of their scheduled start time.

A student will be considered absent if they are more than one (1) hour late for clinic and notification has not been made to the College and the clinical facility.

To report an absence, call the Radiology Dept. and leave a message on the voice mail system, and / or send a message via college email. Failure to contact BOTH the College and the clinical education setting will result in a 5-point deduction from your final grade for failure to adhere to policy. Additionally, the student will receive a reprimand. Refer to Reprimand Policy.

If a student is absent from clinic for a period of 3 consecutive days or more due to an illness, the student may be required to bring a doctor's excuse.

If a student is **excessively tardy**, 5 points will be deducted from your final Clinical Practicum grade for EACH occurrence. Excessive tardiness is defined as, but not limited to, 3 or more late starts occurring in one semester.

Please note that special circumstances such as extended or acute illness will be considered on a *case-by-case basis*.

18. Inclement Weather

In the event there is inclement weather and the College cancels classes, clinic is also cancelled (this time will not be held against the student). In the event a student has arrived at the clinical site before the cancellation, it is up to the student to decide if they would like to stay or leave. If the student chooses to stay for the day, the hours will be credited to the student, and the student will then be allowed to take another day off during the current semester. The requested day off must first be submitted in advance, approved by the Clinical Site, and Clinical Coordinator. Proper documentation must be presented on the form located in the back of this Student Handbook ("Forms" section). This must be signed by the Clinical Preceptor at the facility.

In case of inclement weather when Johnson College is not officially closed, the student should make a personal decision by exercising good judgment in regards to travel.

Cancellations or compressed schedule will be announced on television station WNEP & WYOU, local radio stations, and on the Johnson College web site. Students can receive this information via text upon their request.

19. Student Employment

- Student employment shall not interfere with clinical schedules and academic hours. Work related absences will not be excused.
- Student employment in the radiography department is not encouraged. Consultation with the Program Director and Clinical Coordinator must precede consideration and acceptance of any position in radiography.
- Student "employees" will not be permitted to use the program **radiation monitoring device** when working for wages at any clinical facility.
- Student employees are not permitted to complete clinical competencies while working, nor will they be permitted to complete clinical competency evaluations for other students or student radiographers.

20. Accidents / Incidents

In the event of an incident, at a clinical education facility, that concerns a student and/or student and patient, a formal incident report must be completed and filed at the clinical internship facility, according to the policies and procedures of that facility.

The Radiologic Technology Program Director and Clinical Coordinator must also be informed of the incident in writing utilizing the Johnson College Clinical Incident Documentation form (Form B) within 24 hours of the incident.

PROCEDURE

1. Students are expected to read, be familiar with, and follow, the policies and procedures for their clinical internship site/s, relating to incident reports.
2. An incident is defined as those occurrences or situations that are not within normal standards of operation. An incident may involve patients, staff, visitors, or students.
3. In the case of an incident involving a student, the Clinical Preceptor of the internship site should be notified. In the absence of the Clinical Preceptor, the appropriate departmental supervisory personnel should be notified.
4. The Clinical Preceptor or supervisor will assist the student in completing the required incident report documentation for that facility.
5. The student and the Clinical Preceptor, or supervisor, must also complete the Johnson College Clinical Incident Documentation Form.
 - The original form is forwarded to the Radiologic Technology Program Director or Clinical Coordinator at Johnson College.
 - A copy of this form is kept on file at the clinical internship site for the duration of semester(s) that the student is scheduled at that internship site.
 - The Johnson College Clinical Incident Documentation Form becomes part of the student's clinical record.
6. At the time of the incident the Johnson College Clinical Incident Documentation Form will be forwarded to the Radiologic Technology Program Director at Johnson College and will remain on file at Johnson College per established College policies.
7. Injuries from sharp instruments or Blood Borne Pathogens are in compliance policy set by the Occupational Safety and Health Blood Borne Pathogens Exposure Control Plan (OSHA).

Please see this form in the Forms sections at the end of the handbook.

VI. RESOURCES

Helpful Hints for Studying Radiologic Science

1. All students should use the College's Resource Center for studying and group projects.
2. Use of the laboratory and classroom area outside of regular class hours is strictly prohibited without prior permission from Radiologic Technology Faculty. This does not apply to scheduled tutoring sessions.
3. Be prepared for class by having paper, pencil and calculator, if needed.
4. Read the material prior to lecture.
5. Take notes and study notes.
6. Make note cards.
7. Do all the assignments on the unit guide, i.e., computer programs, answer questions in workbooks or handouts, and perform all laboratory assignments.
8. Form a study group. Get a buddy in the class so if you have to miss a class, someone will assist you by sharing their notes with you.
9. **Talk with your instructor if you do not understand the material.** Do not wait until the day of the exam and then say that you do not understand the material.
 - A. Prepare for your meeting with the instructor by bringing your notes, questions and your book with you.
 - B. Have specific questions—don't just say that you do not understand. Help the instructor help you by explaining where you became lost. The instructor cannot review the entire class but is more than willing to provide additional assistance anytime that it is needed.
10. Keep reviewing the material. Keep in mind that you will be taking the registry examination upon completion of the program and this examination covers everything from the first day of class until the last day of class, so you will need to review continuously.
11. When you are in positioning class, the time you spend in the laboratory will prove to be extremely valuable to you. Students who spend extra time in the laboratory will usually make much higher grades and will retain the knowledge.
12. Do not sell any of your Radiologic Technology books. You will use these books repeatedly.
13. Participate in class. Participation in class keeps your interest up and keeps your mind open.
14. **Do not be afraid to ask questions.** As the old saying goes, "the only stupid question is the question that is not asked." Someone else in the class may need to know the same answer. If the question will require a lengthy explanation, wait until after class and then ask the instructor.
15. Students are not permitted to access the Radiologic Technology classroom computer at any time.
16. Students are not permitted to gain access to the laboratory and Radiologic Technology classroom through the side emergency exit. This is an emergency exit only.

ASRT Application

The student membership application can be accessed on the web at the following address:

https://www.asrt.org/Applications/member_applications/joinrenew/member_application.aspx

Student Advisement

Students who have difficulty with any course in the didactic courses, or clinical assignments, or life events are encouraged to seek counseling from our Student Support Services. School officials are available at any time during the school day to meet with students. An appointment should be made if student would like to meet outside of office hours. If an emergency situation arises outside of school hours, students are encouraged to contact the Program Director. In situation of specific course-related issues, students are asked to direct those issues with their instructor. Appointments are recommended for non-emergency cases.

School officials have a responsibility to initiate student advisement sessions when a need to correct behavior or academic improvement is identified.

Disabilities (Students With)

Reasonable services and accommodations are offered to the student to facilitate accessibility to both College programs and its clinical facilities. This should be disclosed by the student after acceptance into the Radiologic Technology Program to the Student Support Services office.

Services provided to students with disabilities are based upon each student's individual needs. Please refer to the section on **Student Support Services** in the **Johnson College Student Information Handbook**.

No accommodations will be made without advisement and direction from the Student Support Services office.

Useful Websites for Radiology

www.jrcert.org
www.asrt.org
www.arrt.org

<http://evolve.elsevier.com> (search for Merrill's)
www.radiologyweb.com

Resource Center

The Resource Center is a very important part of the learning process at any college. The Resource Center is a participating member of the Northeastern Pennsylvania Library Network (NPLN) consortium. The College's membership in the NPLN Consortium provides users with access to a one and a half million volume collection of participating libraries via its virtual online catalog. Students interested in obtaining materials from these libraries can utilize interlibrary loan services provided by the College.

Resource Center Hours

Hours are posted in the Moffat Student Center and are subject to change by semester.

VII. FORMS

***** *Original Forms – Please make copies from this Handbook as needed* *****

Permission for Letter of Recommendation

Declaration of Pregnancy

Satisfaction of Benefit Time

Records Release

Student Drug Testing Acknowledgement

Emergency Contact Release

Student Information

Statement of Understanding

Clinical Incident Documentation Form

Off-Shift / Weekend Shift Evaluations

Clinical Rotation Evaluation: CT

Evaluation Form

Progress Evaluation- Summer

Action Plan

Clinical Competency

Modality Observation Verification

Out of Class Experience

Clinical Site Visit

Radiologic Technology Program Permission for Letter of Recommendation

I, _____, authorize the following instructor to
(Print Student's Name)

include the authorized information outlined below in a Letter of Recommendation:

Instructor Name(s) (please print):

I understand that this information is not considered directory information and requires my signature for release.

Student Signature

Date of request

Please check information requested to be released:

- GPA: Yes _____
- Attendance: Yes _____
- Classroom performance: Yes _____
- Lab performance: Yes _____
- Classes taken with instructor: Yes _____
- Other _____

**Radiologic Technology Program
Declaration of Pregnancy**

To Whom It May Concern:

In accordance with current state regulations, I wish to declare that I am pregnant.

My estimated Date of Delivery is _____.

In making this declaration, I wish to be afforded the protection which is specified under this policy, specifically that the unborn child shall not receive excessive radiation. I do understand that modifications may be made to my clinical rotations. However, if records show that if the unborn child receives excessive amounts of radiation that I will no longer be able to participate in the clinical part of my education.

I further give permission that the appropriate authorities in all the clinical facilities may be given a copy of the signed form so that they will be apprised of my pregnancy.

I chose Option _____ based on Pregnancy Policy 4.2.

I understand that at any time I may withdraw or change my option during my pregnancy.

Date of Declaration

Signature of Student

Print Student's Name

Receipt of Declaration Acknowledged:

Signature of Program Director

Date

Signature of Clinical Coordinator

Date

**Radiologic Technology Program
Satisfaction of Benefit Time**

Student Name: _____

Clinical Preceptor: _____

Facility: _____

Date: _____ Hours: _____

Reason for clinical make-up time:

Signatures:

Clinical Preceptor

Clinical Coordinator

- Prior Approval for make-up time is required!



Radiologic Technology Program Records Release Form

I hereby give permission to the Radiologic Technology Department of Johnson College to allow access to my academic and clinical records by staff, faculty, and members of the Joint Review Committee on Education in Radiologic Technology as necessary for the accreditation of the College and Radiologic Technology Program, and for the fulfillment of my education.

Student's Name (print)

Student's Signature

Date

**STUDENT MUST SIGN AND RETURN FORM TO
CLINICAL COORDINATOR**



**Radiologic Technology Program
Student Drug Testing
Acknowledgement Form**

All educational experiences such as clinical practicum's and internships may require a drug screening test be performed on any student entering their facility. Depending on your clinical assignment and their individual hospital policies, you may be required to participate in a drug screening process. Please be advised that drug screenings can be requested of students at the beginning of each assignment and/or randomly throughout your clinical practicum.

Student's Name (print)

Student's Signature

Date

Clinical Coordinator's Signature

Date

STUDENT MUST SIGN AND RETURN FORM TO
CLINICAL COORDINATOR



Radiologic Technology Program Emergency Contact Release Form

Date: _____

I, _____, hereby give my permission and authorize members of the College and clinical staff to contact the following parties' _____ and _____ in the event of any medical emergency or event in which the aforementioned parties of the Johnson College staff deem necessary.

Student Signature

Clinical Coordinator



Radiologic Technology Program Student Information Form

Please Print

Date: _____

Student Name: _____

Current Address: _____

City, State, Zip: _____

Home Phone: _____

Cell Phone: _____

Work Phone: _____

Personal email: _____

DOB: _____

In case of emergency contact:

Name: _____

Relationship: _____

Telephone #: _____

Name: _____

Relationship: _____

Telephone #: _____

Radiologic Technology Program Statement of Understanding

Some programs of study, educational experiences, clinical practicums, internships, and cooperative education programs, as well as potential employers, may require a criminal background check and/or drug screening. Johnson College is not responsible for the decisions or actions of other institutions or organizations that may result from students' failure of drug screening or background check or students' failure to report the results of these incidents to the College.

- Serious violation of the Professional Conduct Policies or any other unethical behavior (refer to Professional Conduct for definition of)
- Serious Violation of College/Program Policies as determined by program faculty
- Lack of Academic Progress*
 - Minimum Cumulative GPA of 2.67 (a grade of "B-" (80%) or better) for all Radiology courses
- Conviction of criminal offenses or failure to report prior criminal record
- Termination by third offense (refer to Reprimand Policy)
- Failure of any clinical portion of their clinical training.

* All GPA's that fall below this range will be individually evaluated by the Program Department Chair.

This is to confirm that I have received the Student Handbook for the Johnson College Radiologic Technology Program and that I have read and understand all policies and procedures. I acknowledge that I am entering into a professional environment and I must always conduct myself in a professional manner. I understand to maintain in good standing in the Radiologic Technology program, I must adhere to the above criteria.

Print Student's Name

Student's Signature

Date

Clinical Coordinator's Signature

Date

Program Director Signature

Date

STUDENT MUST SIGN AND RETURN FORM

Radiologic Technology Program Clinical Incident Documentation Form

This form serves to document an incident involving a radiography student while in the clinical education setting. An incident is defined as those occurrences or situations that are not within normal standards of operation. Upon completion of this form, the original is sent to the Radiologic Technology Program Director at Johnson College, a copy is then placed in the student's file and kept at the clinical site. Students must follow the specific policies and procedures of the clinical site regarding incident reports as well.

Name of Student: _____

Date and Time of Incident: _____

Clinical Site: _____

Clinical Preceptor: _____

Brief Description of Incident:

Action Taken (if any):

Signature of Student: _____ Date: _____

Signature of Clinical Preceptor: _____ Date: _____

Signature of Program Director: _____ Date: _____

Radiologic Technology Program Off-Shift/Weekend Shift Evaluations

Student: _____

Date: _____

Hospital: _____

Shift: _____

The objective of this evaluation is to determine the student's competency level when performing specific radiographic examinations

STUDENT PROGRESSION SCALE

Rate the student using the scale provided below.

Poor

Excellent

- | | | | | | |
|---|---|---|---|---|---|
| 1. INITIATIVE: Performs task, procedures without being asked/works well under limited staffing conditions. | 1 | 2 | 3 | 4 | 5 |
| 2. LEADERSHIP: Appropriate use of knowledge and skills to assist and /or guide others. | 1 | 2 | 3 | 4 | 5 |
| 3. DEPENDABILITY: Arrives on time and is prepared to begin shift. | 1 | 2 | 3 | 4 | 5 |
| 4. REPOSNSIBILITY: Accurate and thorough. Sees tasks to completion. | 1 | 2 | 3 | 4 | 5 |
| 5. RADIOGRAPHIC QUAILITY: Student Can recognize a good diagnostic quality. | 1 | 2 | 3 | 4 | 5 |
| 6. PROBLEM SOLVING SKILLS: Student Uses critical thinking strategies during a trauma situation with limited staff. | 1 | 2 | 3 | 4 | 5 |
| 7. NEEDS OF THE PATIENT: Student makes Accommodations for trauma/ill patients needs | 1 | 2 | 3 | 4 | 5 |
| 8. ABILITY TO WORK WITH OTHERS: Student shows ability to assist during trauma situations, portables, and operating room procedures. | 1 | 2 | 3 | 4 | 5 |
| 9. PROFESSIONAL STANDARDS: Holds self to high standards personally and professionally. Takes pride in quality performance. | 1 | 2 | 3 | 4 | 5 |

10. COMPETENCIES: Student completes all necessary competencies required during special rotation. 1 ____ 2 ____ 3 ____ 4 ____ 5 ____
11. LIMITED STAFF: Handles work well under conditions with limited staff. 1 ____ 2 ____ 3 ____ 4 ____ 5 ____

Clinical Preceptor's Comments:

Student's Comments:

Student Name (print)

Student Signature

Date

Clinical Preceptor(s)

Date

Clinical Preceptor(s)

Date

Clinical Coordinator

Date

Student Name: _____

Date: _____

Clinical Rotation: _____

Grading: ♦0 = unacceptable ♦1 = below average ♦2 = acceptable ♦3 = above average ♦4 = excellent

Cognitive and Psychomotor Skills: Clinical Grade					
Use and Care of Equipment	4	3	2	1	0
CT Safety	4	3	2	1	0
Technical	4	3	2	1	0
Patient Care	4	3	2	1	0
Examinations/Scans	4	3	2	1	0

Clinical Grade: _____

Use and Care of Equipment:

- Operates all equipment in a safe and correct manner.
- Asks for demonstration of equipment operation if needed.
- Maintains cleanliness of equipment.

CT Safety:

- Locate and explain the purpose of the Patient Consent Form, Contrast Consent, and Pregnancy Consent.
- Explains procedures for activating emergency response (CODE).
- Identify the location of emergency equipment.
- Explains the process of identifying and “clearing” implanted materials prior to examination.
- Explain process and reasoning of securing valuables and other objects prior to examination.

Technical:

- Demonstrate proper table movement, alignment and land-marking.
- Identify and give 1 example for use of the following examinations: body, torso, extremity, and spine, and head, surface.
- Identify injector equipment and 3 examples of clinical procedures for use.
- Demonstrate proper technique to load, prepare and manipulate rate settings for injector.
- Explain proper use of the cardiac and respiratory leads.

Patient Care:

- Safely transports patients.
- Attends to and anticipates patient needs/Communicates effectively with patients.
- Uses Standard Precautions appropriate to the specific situation.
- Respects patient modesty.
- Maintains patient confidentiality.
- Identifies patients correctly.
- Demonstrates knowledge of location, storage, handling and preparation of contrast media.
- Locate and explain the use for the ventilator.
- Locate the patient monitor and explain which physiologic processes are monitored.

Examinations/Scans

- Observes clinical examinations to include: brain/head, chest, lower extremity, upper extremity, and abdomen.
- **Performs one brain/head examination with guidance of registered CT technician.**
- Offers basic explanation of exams to include scan planes, sequencing, contrast needed, etc.

Clinical Rotation Evaluation: CT – Page 2

Affective Skills: Professionalism Grade					
Dependability	4	3	2	1	0
Attitude	4	3	2	1	0
Organization	4	3	2	1	0
Initiative	4	3	2	1	0
Appearance	Acceptable/Unacceptable				

Professionalism Grade _____

Dependability:

- Present and on time for clinical assignments.
- Carries out assigned tasks in a timely fashion.
- Follows through on all aspects of examination: completes examination, completes paperwork, and delivers images appropriately.
- Is present in the assigned area to participate in exams.

Attitude:

- Acknowledges constructive criticism in a professional manner.
- Attempts to improve areas of weakness.
- Interacts with peers in a supportive and positive manner.
- Interacts and communicates with staff in a respectful and positive manner.
- Maintains a positive attitude concerning clinical workload and responsibilities.

Organization:

- Has room ready before patient is brought in.
- Maintains appropriate clinical records for self and program.

Initiative:

- Volunteers to assist with examinations.
- Performs necessary tasks without reminding: such as stocking room, keeping room neat and clean.
- Asks appropriate questions concerning new/unfamiliar procedures.

Appearance:

- Uniform is neat, clean and pressed.
- Hair is tied back (when appropriate).
- Shoes are clean and polished.
- Name badge and patch displayed.
- Jewelry and cosmetics are acceptable.

Comments:

Evaluator(s) Signature(s): _____ / _____

Student's Signature: _____

**Radiologic Technology Program
Progress Evaluation Form**
Clinical Rotation 1: Mid Semester - Freshmen

Student Name: _____

Facility: _____

Clinical Preceptor: _____

Date: ____ / ____ / ____

Grading: ♦4 = Consistent: Student/skill/competency is well developed and consistent.

♦3 = Present: Student/skill/competency is beginning to develop, with minor help.

♦2 = Emerging: Student/skill/competency is present but still needs major help and refinement.

♦1 = Absent: Student/skill/competency is not evident; requires constant supervisory modeling and intervention

♦NA = Not Applicable or not observed

STUDENT PROGRESSION EVALUATION	
Facility Clinical Preceptor: Rate the student using the standards above.	Clinical Preceptors Rating
A. Interaction & Personal Qualities	
Communicates effectively with the patient	
Professional collaboration and communicate with other health care workers	
Punctuality & Attendance	
Knowledge of basic positioning	
Accepts and uses constructive criticism to enhance self-development	
B. Patient Assessment	
Recognizes the needs of patients (Example: changing, removing artifacts, blankets, patient transfer)	
Obtain proper history	
C. Technique and Equipment Usage	
Shows interest in learning new hospital protocols	
Adapting to x-ray equipment (Including tube and control panel)	
Developing new technical factors which are site / room specific	
Demonstrates radiation protection	

Student's Greatest Strength(s):

Area(s) in which the student most needs further growth & clinical development:

Clinical Preceptor signature: _____ **Student signature:** _____

Clinical Preceptor:

Facility:

Student Name:

Date: ___ / ___ / ___

Evaluation Key	Description: Using the descriptions below, evaluate the student based on the level of present education.
Commendable	Stands out, demonstrates proficient and precise behaviors. Needs no further improvement.
Average	Exhibits an acceptable degree of performance for someone in this semester of training.
Below Average	Marginal rating, does not meet minimum standards, requires increased guidance to perform
Deficient	Unacceptable, unable to perform the skill.

STUDENT PROGRESSION EVALUATION

Facility Clinical Preceptor: Rate the student using the standards below by placing a checkmark in the corresponding space.

	Commendable (5)	Average (4)	Below Average (3)	Deficient (0)
1. INITIATIVE: Performs tasks and procedures without being asked. Student is self-motivated. Expresses a willingness to learn.				
2. PROGRESSION: Shows interest, the rate of learning, and retains information.				
3. POSITIONING: Student demonstrates knowledge of basic positioning principles.				
4. CONFIDENCE: The student demonstrates self-confidence in their work. Appears outwardly confident while performing duties.				
5. DEPENDABILITY / RESPONSIBILITY: The student can be relied upon by the technologists or radiologists during a procedure; The student is accurate and thorough. They see tasks to completion. Follows through on assigned work.				
6. RADIATION PROTECTION: The student demonstrates proper radiation protection techniques: collimation, distance and shielding.				
7. PLANNING AND DECISION MAKING: The student prepares the room prior to an exam and prepares the room for the next exam. The student recognizes when adjustments are needed and can generate alternative procedures.				
8. REACTION TO CRITICISM: The student is receptive to new ideas and constructive criticism for self-improvement. The student seeks clarification and attempts to implement these suggestions.				
9. PATIENT ASSESSMENT: Responds appropriately to meet the needs of the patient's condition. Student obtains proper history and applies it to all aspects of the study. The student comprehends the clinical data from the request.				
10. TECHNICAL FACTORS: The student can set and change technical factors accordingly.				
11. PROBLEM SOLVING: The student can respond effectively during a challenging situation.				
12. WORKING EFFECTIVELY: Smooth flow from patient to patient, exam to exam, room to room.				
13. CRITIQUING AND ANALYZING IMAGES: Students ability to critique and analyze any images taken.				

STUDENT PROGRESSION EVALUATION	Commendable	Average	Below Average	Deficient
Facility Clinical Preceptor: Rate the student using the standards below by placing a checkmark in the corresponding space.				
14. LEADERSHIP: The student shows appropriate use of knowledge and skills to assist and/or guide others.				
15. MAINTENANCE: Cleaning, stocking, cassettes, sponges, etc.				
16. PROFESSIONALISM: Appearance, attitude, punctual, preparedness.				
17. PROFESSIONAL DEVELOPMENT: Exhibits values and skills for professional development				
18. INTERPROFESSIONAL AND COMMUNICATION: Communicates effectively with patients and staff alike. Participates as part of a team.				
SUBTOTAL				

Facility Clinical Preceptor's Comments:

Student Strengths: _____

Area(s) to Improve: _____

Facility Clinical Preceptor Signature

Date

TO BE FILLED OUT BY JOHNSON COLLEGE CLINICAL COORDINATOR / INSTRUCTOR

19. DOSIMETRY READING: Radiation monitoring device is read by the 5 th of every month			
20. ABSENTEEISM: Excessive absence, more than the allotted time according to the Radiologic Technology Student Handbook (unless approved)			
TOTAL			

Johnson College Clinical Coordinator/Preceptor's Comments:

Clinical Coordinator / Instructor Signature

Date

Student's Comments:

Student Signature

Date

*Grade Calculation	Commendable	Average	Below Average	Deficient	Deduction	TOTAL (place on page 1)
* for Johnson College use	x 5 =	x 4 =	x 3 =	x 0 =		

Radiologic Technology Program Action Plan

This form is used to recognize insufficiencies in the clinical / didactic setting and provide a plan to progress in a timely manner.

Student Name: _____ **Date:** _____

Clinical/Didactic: _____ **Semester:** _____

Clinical Site: _____

1. Reason for Action Plan: (Check one) and explain below

Policy Violation
Policy # / page _____

Benchmark not met (score below 3.5)
_____ **(mid/final)**

Other (specify)

2. Provide a plan for the above insufficiencies:

3. Student Comments:

Student Signature: _____

Date: _____

Instructor Signature: _____

Date: _____

Clinical Competency Evaluation

Student: _____

Date: _____

Exam: _____

Med. Record / Accession #: _____

Check one of the following:

<input type="checkbox"/> C <input type="checkbox"/> DR	<input type="checkbox"/> Staff <input type="checkbox"/> Graded	<input type="checkbox"/> OR <input type="checkbox"/> Wheelchair <input type="checkbox"/> Portable
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Performance Evaluation

- | | | | | | |
|---|---|---|---|---|---|
| 1. Setup room, console and workstation | 5 | 4 | 3 | 2 | 1 |
| 2. Verified patient ID., proper assessment, prep patient for exam | 5 | 4 | 3 | 2 | 1 |
| 3. Obtains a proper history | 5 | 4 | 3 | 2 | 1 |
| 4. Explains the procedure accurately "in Layman's Terms" | 5 | 4 | 3 | 2 | 1 |
| 5. Placed patient in the correct position(s) with confidence | 5 | 4 | 3 | 2 | 1 |
| 6. Utilized proper radiation protection | 5 | 4 | 3 | 2 | 1 |
| 7. Selected correct source-to-image (SID) receptor distance | 5 | 4 | 3 | 2 | 1 |
| 8. Evidence of proper collimation for part | 5 | 4 | 3 | 2 | 1 |
| 9. Proper technical factors: ____ mAs ____ kVp | 5 | 4 | 3 | 2 | 1 |
| 10. Exhibits the ability to adapt to new / difficult situation(s) | 5 | 4 | 3 | 2 | 1 |
| 11. Performed the examination in a timely manner | 5 | 4 | 3 | 2 | 1 |
| 12. Patient care and professionalism were upheld while respecting patient modesty | 5 | 4 | 3 | 2 | 1 |
| 13. Instilled confidence in the patient | 5 | 4 | 3 | 2 | 1 |
| 14. Properly completes exam (paperwork, computer entry, images checked) | 5 | 4 | 3 | 2 | 1 |
| 15. Dismissed patient according to inpatient / outpatient procedures | 5 | 4 | 3 | 2 | 1 |
| 16. Leaves the room neat and clean for next examination | 5 | 4 | 3 | 2 | 1 |

Image Evaluation

- | | | | | | |
|--|---|---|---|---|---|
| 1. The proper structures were shown in each projection | 5 | 4 | 3 | 2 | 1 |
| 2. Identification of anatomy on the Image | 5 | 4 | 3 | 2 | 1 |
| 3. Technical problems / improvements | 5 | 4 | 3 | 2 | 1 |
| 4. Places lead marker in appropriate area | 5 | 4 | 3 | 2 | 1 |

Initials: _____

** Any Clinical Preceptor has the right to automatically fail a student based on unsatisfactory performance; please provide explanation. **

Comments: On reverse side

Grade: _____

Evaluator signature: _____

Student signature: _____

**Radiologic Technology Program
Modality Observation Verification**

I, _____, verify that _____
Department Personnel Johnson Student

observed at _____ for _____ hours
Hospital name number

in the _____ Department.
Modality

Department Personnel Signature

Date

Johnson College Student Signature

Radiologic Technology Program Out of Class Experience Form

Describe the Out of Class Experience that you attended. Print all information legibly in the appropriate section to receive credit. You must include all the information for full credit.

You must fill out this form to receive credit for attending an event unless otherwise specified at the event.

Two events are required per semester. Events may include, but are not limited to the following:
Club meetings, Resumania, Career Fairs, Maker Faire, Johnson College organized events as announced throughout the semester, etc.

Student Name: _____

Submitted Date: ____/____/____

Event Name: _____

Event Location: _____
(if other than Johnson College)

Event Date / Time: ____/____/____ ____am / pm

Organizer / Speaker _____
(if applicable)

Organizer / Speaker Signature

Radiologic Technology Faculty Signature

OCE forms must be submitted into the drop-off bin within one week after an event.

Radiologic Technology Program Clinical Site Visit

Site: _____

Date: _____

Faculty: _____

During clinical affiliate site visits, faculty will observe students in the clinical environment. Faculty will also engage in conversation with students, staff technologists, clinical preceptors, and administrators to help ensure the policies and procedures of the program and accreditation standards are being followed / met and to obtain feedback on program operations and student progress. In addition, faculty may review student clinical files, including images taken, observe students perform clinical procedures, and follow students in their clinical rotations. This form is used to document observations during clinical affiliate site visits.

	YES	NO	N/A
During site visit, faculty witnessed students:			
a. in their educationally valid assigned clinical rotations. (standard 1.2 & 1.3)			
b. exhibiting professional appearance. (professional appearance policy)			
c. engaging in professional behavior. (professional behavior policy)			
d. dressed in appropriate uniforms with proper identification. (uniform and identification policy)			
e. performing clinical procedures appropriately. (performance of clinical procedures policy)			
f. using lead markers appropriately. (lead markers policy)			
g. practicing radiation safety. (radiation safety policy; standard 4.1 & 4.3)			
h. practicing proper radiation monitoring. (radiation monitoring policy)			
During site visit, faculty witnessed:			
a. students having appropriate levels of supervision (indirect, direct, and direct for repeats.) (standard 4.4, 4.5, & 4.6)			
b. students being supervised with a 1:1 student to technologist ratio. (standard 1.3)			
c. students records and evaluation materials being maintained securely and confidentially. (standard 1.5)			
During site visit, faculty spoke with students. (standard 1.11)			
During site visit, faculty spoke with staff. (standard 1.11)			
During site visit, faculty spoke with clinical preceptor. (standard 1.11)			
During site visit, faculty performed or was witness to disciplinary meeting.			
During site visit, faculty was witness to student evaluations / advisement.			
During site visit, faculty received documents from clinical site.			

Notes: _____

1. The radiologic technologist conducts himself or herself in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of humankind.
3. The radiologic technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination, regardless of gender, race, creed, religion, or socioeconomic status.
4. The radiologic technologist practices technology founded on theoretic knowledge and concepts, uses equipment and accessories consistent with the purpose for which they have been designed, and employs procedures and techniques appropriately.
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.
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 management of the patient. He or she recognizes that interpretation and diagnosis are outside the scope of the practice for the profession.
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 health care team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidence 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.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in educational and professional activities, sharing knowledge with colleagues, and investing new and innovative aspects of professional practice.

Standards for an Accredited Educational Program in Radiologic Sciences

The document must be reviewed at:

http://www.jrcert.org/sites/jrcert/uploads/documents/2011_Standards/Standards_2014-Radiography.pdf