



Student Handbook

2023-2024

Vision Statement

To promote professional values and life-long learning in Radiologic Technology

Mission Statement

To provide a comprehensive and quality education in radiography and to provide the community with competent and compassionate technologists

Medical Center Mission Statement

We care for and respect all patients, their families and each other.



Table of Contents

Chapter One ~ Admission Procedures – Pages 3 - 12

Introduction / Program Accreditation Agencies / Goals of the Program / Criminal Background Review / Program Expenses / Financial Aid / Tuition Refund Policy / Scholarships / Leave of Absence Policy / Program Withdrawal / Student Records Policy / Transfer Credits / Affiliation Agreement / Anti-Discrimination, Anti-Harassment & Prohibition Against Retaliation / Communication Policy / Social Media Policy

Chapter Two ~ Attendance – Pages 13 - 18

General Attendance Policy / Request for Personal Time-off / Didactic Attendance Policy / Lateness or Early Out (Class) / Employment Interview Time / Bereavement Time / Inclement Weather / Clinical Attendance Policy / Lateness and Early Out (Clinical) / Clinical Absence of three or more days/ Make-Up Clinical Time Policy / Voluntary Clinical Time

Chapter Three ~ Academic Guidelines & Procedures – Pages 19 - 26

Academic Schedule / Academic Calendar / Program Progression & Academic Advisement / Associates in Applied Science / Academic Grading Policy / Examination Remediation Policy / Didactic Course Failure Policy / Counseling & Disciplinary Action / Academic Honesty / Classroom Behavior / Program Dismissal / Due Process Policy / Didactic Courses / Book List / Fitness for Class or Clinical / Educational Resources /

Chapter Four ~ Clinical Education – Pages 27 - 37

Clinical Schedule / Dress Code / Plan of Clinical Education / Gender Specific Procedure / Clinical Education Settings & Preceptors / Clinical Preceptor Meeting / Clinical Supervision Policy / Clinical Responsibilities / Standard Operating Procedures / Signature Exams & Graduation Requirements / Clinical Grading Policy / Clinical Competency – Initial ~ Simulation ~ Continual ~ Recheck ~ Terminal / Clinical Competency Flow Chart / Clinical Competency Remediation Policy / General Patient Care Competencies / Repeat Image / Electronic Device Policy / Transportation Policy

Chapter Five ~ Assessment & Evaluation – Pages 37 – 39

Equal Opportunity / Evaluations and Surveys / Equipment Orientation / Performance Assessment / Affective & Technical Skills Evaluation / Clinical Competency Evaluation / Surgical Competency Evaluation / CT Competency Evaluation (optional)

Chapter Six ~ Health & Welfare – Pages 40 - 51

Counseling Services / Mutual Consent Relationships / Off-Duty Presence / Radiation Protection Policy / Pregnancy Policy / Health & Safety / Health Policy / Communicable Disease / Infection Control Policy / Strike Contingency Plan /

Chapter Seven ~ Program Completion & Professional Organizations – Pages 52 - 55

Graduation Policy / Community Service and Professional Development / ARRT Certification / State of New Jersey Licensure / Maintaining Certification / Awards / JRCERT Complaint Resolution Policy / Professional Societies/ COVID19 Contingency Plan

Chapter 1

Admission Procedures

Introduction

Radiologic Technologists use X-rays to produce images of the human body. Radiologists, physicians specializing in the uses of ionizing radiation, interpret the images produced by Radiologic Technologists and diagnose medical injuries and diseases based on the information from the images. Other titles used for Radiologic Technologists are X-ray Technologist, Medical Imaging Specialist, and Radiographer.

Some of the skills needed by a **Radiologic Technologist** are as follows:

- A Radiologic Technologist understands the anatomy and physiology of the human body and how to position or move a patient in order to view the parts of the body affected by injury or disease.
- A Radiologic Technologist is sensitive to a patient's physical and psychological needs and maintains patient confidentiality at all times.
- A Radiologic Technologist uses radiation producing equipment to create images and manipulates the equipment so that the Radiologist is provided with the best possible images using the least amount of radiation.
- A Radiologic Technologist operates a variety of radiation producing equipment and is knowledgeable in the use of computers and transfer of electronic information as it applies to medical imaging.
- A Radiologic Technologist is knowledgeable in radiation protection practices and uses that knowledge to prevent unnecessary radiation to the patient and to personnel.
- A Radiologic Technologist follows instructions carefully, is detail oriented and works as part of a team for the benefit of the patient.

The **Shore Medical Center School of Radiologic Technology** is a full-time, 21-month *certificate program* in Radiologic Technology. Through participation in classroom, laboratory, and clinical activities, students are prepared to successfully begin a career as a **Radiologic Technologist**. The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and the New Jersey Department of Environmental Protection (NJDEP), Bureau of X-ray Compliance.

Shore Medical Center School of Radiologic Technology is accredited by both the Joint Review Committee on Education in Radiologic Technology (JRCERT) and the New Jersey Department of Environmental Protection (NJDEP), Bureau of X-ray Compliance.

JRCERT

20 North Wacker Drive
 Suite 2850
 Chicago, Illinois 60606-3182
 (312) 704-5300
[JRCERT Website](#)
[JRCERT Email](#)

NJDEP

Bureau of X-Ray Compliance
 25 Artie Parkway
 P.O. Box 415
 Trenton, NJ 08625
 (609) 984-5634
[State Website](#)

The following websites may provide additional information:

[ASRT Website](#) (American Society of Radiologic Technologists)
[ARRT Website](#) (American Registry of Radiologic Technologists)
[Labor Statistics Handbook](#) (Bureau of Labor Statistics, Occupational Outlook Handbook)

For JRCERT Radiography Standards and the program effectiveness data including credentialing exam pass rate, job placement rate, and program completion rate, please visit: [JRCERT Website](#) (Joint Review Committee on Education in Radiologic Technology)

Shore Medical Center School of Radiologic Technology (SMCSRT) is a cooperative program designed with Atlantic Cape Community College. The program meets the needs of those students desiring licensing and employment in the community as a Radiologic Technologist. Students on this career path must have a minimum degree of an Associate Degree from an accredited institution to be eligible to sit for the American Registry of Radiologic Technologists (ARRT) certification examination.

The prerequisite course phase of the program is completed at Atlantic Cape Community College. The core radiologic technology courses and clinical phase of the program is completed at the Shore Medical Center. Students who complete the Radiography training will earn a certificate in Radiologic Technology; earn an Associate Degree in Applied Science and eligible to take the ARRT examination. Once certification is achieved students can apply for a state license.

Students who have an Associate or Baccalaureate Degree can apply to the program and earn a certificate in Radiologic Technology and can then apply for the ARRT examination and state license.

Goals of the Program

In order for the program to obtain its mission, the Shore Medical Center School of Radiologic Technology has set the following goals and objectives:

Goal #1: Students will demonstrate clinical competence.

- Student Learning Outcomes:

- 1.1 Students will apply positioning skills.
- 1.2 Students will select technical factors.
- 1.3 Students will utilize radiation protection

Goal #2: Students will develop critical thinking skills.

- Student Learning Outcomes:
 - 2.1 Students will adapt standard procedures for non-routine patients.
 - 2.2 Students will demonstrate the ability to critique images to determine diagnostic quality.

Goal #3: Students will demonstrate communication skills.

- Student Learning Outcomes:
 - 3.1 Students will demonstrate written communication.
 - 3.2 Students will demonstrate oral communication.

Goal #4: Students will model professionalism.

- Student Learning Outcomes:
 - 4.1 Students will demonstrate work ethics.
 - 4.2 Students will develop and understand the opportunities for career development and life-long learning.

Criminal Background Review

A criminal background review will be performed to verify if a student has any past law violations, including felonies or misdemeanors, on record.

Misdemeanor charges or convictions that occurred while a juvenile (under 18) and that were processed through the juvenile court system are not required to be reported.

Misdemeanor speeding convictions or traffic violations are not required to be reported **unless** they are related to alcohol or drug use. **All** alcohol and/or drug related violations **must** be reported.

Shore Medical Center School of Radiologic Technology requires **all violations and/or convictions**, to be evaluated by the American Registry of Radiologic Technologists (ARRT) Ethics Committee **before applying** to the radiology school.

The ARRT investigates all potential violations in order to determine eligibility. A pre-application review form may be downloaded from the “Ethics” section of the [ARRT Website](#) or by requesting a copy by phoning (651) 687-0048, extension 580.

What to report:

Criminal proceedings including:

- Misdemeanor charges and convictions
- Felony charges and convictions
- Military court-martials; and/or
- Disciplinary actions taken by a state or federal regulatory authority or certification board

*Do not report traffic citations **unless** they involved **alcohol** or **drug** use.

Once ethics eligibility is established, the candidate can proceed with the application process. Applicant **must** submit a copy of the letter sent to the ARRT explaining the incident, and a copy of the ARRT response with their application and admission documents in order to be considered for the current admission period.

In addition, prospective candidates for the school may be prevented from obtaining a State license. Candidates who have any concerns regarding their eligibility for a New Jersey state license are advised

to contact the New Jersey Department of Environmental Protection Bureau of X-ray Compliance by phoning (609) 984-5890.

Please note, clearance by the ARRT Ethics Committee and/or the NJDEP Bureau of X-ray Compliance does not guarantee program acceptance.

Any violations incurred while enrolled in the program must be reported to the Program Director **immediately**. Failure to report this information will result in dismissal from the program.

Program Expenses (estimated)

Tuition and Fees for Degree-seeking & Certificate (OR using Financial Aid services):

Cost for Academic Year	Credit	Cost
SMC Radiography School \$565/per credit	32	\$18,080.00
SMC Radiography School \$59.25/per credit*	32	\$1,896.00
Atlantic Cape \$198/per credit fee	38	\$7,524.00
Atlantic Cape \$55.50/per semester fee	N/A	\$222.00
Atlantic Cape \$53.50/per semester fee Summer Only	N/A	\$53.50
Additional Expenses**	N/A	See below **
N/A	N/A	<u>\$27,775.50</u>

Tuition and Fees for Certificate Only (w/o Financial Aid services):

Cost for Academic Year	Credit	Cost
SMC Radiography School \$565/per credit	32	\$18,080.00
SMC Radiography School \$59.25/per credit*	32	\$1,896.00
Atlantic Cape \$198/per credit fee	6	\$1,188.00
Atlantic Cape \$55.50/per semester fee	2	\$111.00
Additional Expenses**	n/a	\$ see below
n/a	n/a	<u>\$21,275.00</u>

***Technical fee covers the cost of graduation and supplies, teaching/technology resources and tools, clinical fees (i.e. CPR, PPE), student members in professional organizations and societies.**

****Additional Expenses (approximate costs) = \$2,380**

Application Fee (non-refundable) \$100
 Matriculation Fee (non-refundable) \$200
 Uniforms \$250
 Smart Tablet & books*** \$1,400
 ARRT Certification exam \$225
 ID Badge Fee \$20
 Radiographic Markers \$35
 Out-of-county per credit fee \$50 (Atlantic Cape)
 Out-of-state per credit fee \$100 (Atlantic Cape)

***Purchase of a **Smart Tablet** is required for the program. Smart Tablet must have WiFi, the app or google play store and at least 64GB of memory is recommended. More specific information regarding each item on the above list will be given to the student after program acceptance.

Students are also responsible for their housing and transportation costs (tolls, gas, etc.)

Financial Aid

Financial aid information can be found on the Atlantic Cape Community College Website [Click Here](#)
Students with a degree, who are seeking the certificate only, have the option of applying for financial support through Meritize ® [Click Here](#)

Tuition Refund Policy

Students desiring to withdraw from the program must advise the school in writing. Tuition/fee refunds for withdrawals are calculated on a percentage basis according to the following:

Before first day of course – 100%

Five days after start of course – 50%

After second week of semester – no refund

Students dismissed or suspended for violation of Program policy are NOT eligible for a refund.

Tuition and fees are paid per semester. Financial obligations must be fulfilled prior to start of classes or clinical. Students who fail to meet financial obligations cannot attend classes and attendance policy will apply for missed time. Students have seven (7) days of the start of the new semester to redress financial obligations or will be dismissed from the program.

Scholarships

Students accepted into the Radiology School will be eligible to apply for scholarships listed below **after the first semester of the program is completed**. Any assistance or additional information necessary will be given by school faculty at the appropriate time.

Atlantic Cape Community College radiography students are eligible for scholarships through the college – For specific details, click on the following link: [Atlantic Cape Scholarships](#).

National Scholarships

American Society of Radiologic Technologists (ASRT) - Jerman-Cahoon Student Scholarship -

The American Society of Radiologic Technologists established the Jerman-Cahoon Student Scholarship in honor of Edward C. Jerman, founder of the Society, and John B. Cahoon Jr., former ASRT president and one of the most highly respected educators the profession ever produced. Six scholarships of \$2,500 each are awarded annually to entry-level students in radiography, sonography, magnetic resonance or nuclear medicine. Student must be a U.S. citizen, U.S. national or U.S. permanent resident. Individuals with a visitor, student or G-series visa are ineligible. Student must have a minimum B average. Student must provide evidence of financial need on application form and in the written applicant interview.

American Society of Radiologic Technologists (ASRT) - Richard S. Kay Endowed Scholarship

As a radiographer and an entrepreneur in the radiologic sciences, Richard Kay, Ph.D., R.T.(R)(M), FASRT, CRadP, MSRP, approached the ASRT Foundation in 2013 to establish a scholarship that reflects his passion for the profession. The award is intended to ensure that entry-level students have the financial support necessary to stay in school, finish and serve. Toward that goal, at least one scholarship will be awarded each year.

American Registry of Radiologic Technologists (ARRT) - Royce Osborn Minority Student Scholarship - Five scholarships of \$4,000 each are awarded each year to minority students in an entry-level radiography program. The American Registry of Radiologic Technologists is the world's largest credentialing organization that seeks to ensure high-quality patient care in radiologic technology. The ARRT created the Royce Osborn Minority Student Scholarship to assist minority students in an entry-level radiography, sonography, magnetic resonance, radiation therapy or nuclear medicine program.

This scholarship was created in honor of Royce Osborn and is funded through an endowment from the ARRT, as well as through contributions from individual donors. Five scholarships of \$4,000 each are awarded annually. Student must be currently enrolled in an accredited entry-level radiologic science program. Student must be a U.S. citizen, U.S. national or U.S. permanent resident. Individuals with a visitor, student or G-series visa are ineligible.

Student must have a minimum B average. Student must provide evidence of financial need on application form and in the written applicant interview. Applicants must be African American, Native American, Hispanic American, Asian American, or Pacific Islander. (Eligible Native Americans include American Indian, Eskimo, Hawaiian, and Samoan.)

Local Scholarship

The Norman Craven Scholarship – This scholarship is made possible by the generosity of the late Norman Craven. Shore Medical Center will administer scholarship awards to students pursuing careers in Allied Health or Nursing who have graduated from Ocean City High School or Mainland Regional High School.

Leave of Absence Policy

Student may be granted a leave of absence if extenuating circumstances (i.e. family issues, health related reasons) are causing a personal or physical hardship. Leaves are granted on a case by case basis.

Time off greater than five consecutive days will be considered a Short Term Leave of Absence and the student will be required to have their clinical and didactic status re-evaluated prior to resumption of classes and clinical.

- The student will seek advice of the Program Director to consider their options.
- Requests for a leave of absence should be submitted to the Program Director in writing.
- The student must submit a letter requesting re-entry into the program.
- Student returning from LOA must satisfy all program requirements prior to graduation.
- Students returning from LOA for health-related reasons must have medical clearance for full duty prior to re-entry.

Program Withdrawal

Students who decide to voluntarily withdrawal from the program must submit a written notice to the Program Director. A student may be considered for acceptance into the next class; however, they must reapply to the program and meet current admission requirements.

- Students seeking release from the program due to academic performance must consult the Atlantic Cape Community College Grading Policy in the Student Handbook for specific information.

Student Records Policy

The School of Radiologic Technology complies with the Family Educational Rights and Privacy Act (**FERPA**), a federal law that protects the privacy of student education records. This act protects the access and release of educational records and defines student rights concerning their records.

FERPA gives parents certain rights with respect to their children's education records; however, these rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

The School must have consent from the student to release or disclose education records and personally identifiable information to third parties. The following parties will have access to student education records:

- School officials with legitimate educational interest
- Accrediting organizations
- Appropriate officials in cases of health and safety emergencies
- Authorities issuing a judicial order or a lawfully issued subpoena
- Students must allow a reasonable time period (not to exceed two days) for school officials to comply with the written request to view the student's records.

Students have the right to access and challenge any part of their educational records.

- All students have the right to review their education records in the office of the Program Director. Requests to review records will be submitted in writing.
- Students must allow a reasonable time period (not to exceed two days) for school officials to comply with the written request to view the student's records.
- Students have a right to a response to reasonable requests for explanations of their records. Written responses will be forwarded to the student by the Program Director within five days of the review of records.
- Students may designate a third party that may have access to or disclosure of their educational records.
- Students have the right to challenge the contents of his/her records and an opportunity for the correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained therein by following the Due Process Policy.

Transfer Credits

Due to the variation and sequencing of educational courses and content, transfer credit(s) from other programs are not accepted. Conversely, students attempting to transfer from our program to another program may have difficulty transferring their credits. Students considering transfer are encouraged to seek advisement from the Program Director.

Affiliation Agreement

Affiliation meetings will be held between the school and representatives from each of the clinical affiliates including representatives of other schools if the clinical affiliate is a shared site. Meetings will be held once a year to allow for the review of the affiliation agreement, and to discuss areas of improvement or problems that may have developed over the past year.

Anti-Discrimination, Anti-Harassment & Prohibition Against Retaliation

Shore Medical Center School of Radiologic Technology follows Shore Medical Center's Code of Ethics policies. (Shore Medical Center policies and procedures can be found on the internet at www.shoremedicalcenter.org) Shore Medical Center promotes and maintains a workplace that is free from discrimination, harassment, including sexual harassment and retaliation. Employees are encouraged to seek out managers, supervisors, the **Corporate Compliance Hotline (800-700-5420)**

or the Chief Compliance Officer, if they believe they have either experienced or observed a violation of this guideline.

Shore Medical Center will not tolerate any conduct against an individual's membership in a protected classification, including: gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, or veteran status or membership in a protected status that has the purpose or effect of interfering with an individual's work performance or otherwise creates an intimidating, hostile, or offensive work environment.

Communication Policy

The school faculty communicates with students in several different ways; Slack, Canvas, email and Trajecsys. In an effort to promote effective and efficient communication between the faculty and students, the school requires students to utilize the team communication channels. When utilizing communication tools, students must adhere strictly to the Social Media Policy (see Social Media Policy below).

1. Slack, being the **main** channel of communication. Slack provides a private environment where messages, documents, and photos are instant and accessible on any computer, iPad or smartphone. **Open communication times will be 6:00 am to 6:00 pm**, Monday to Friday. Students should **enable "notifications"** during open communication times. There is a "Do Not Disturb" feature that can be used outside of these prescribed hours. During school hours, slack should only be used outside of class and clinical times. Slack can be used prior to class/clinical, on breaks, and after class/clinical hours has ended. If a student needs to contact school faculty during clinical hours, they are to use an onsite telephone.
2. **Email:** Students are required to provide school faculty with a current email address.
3. **Telephone:** Students may also call the school office to communicate with faculty. During clinical hours, if a student needs to contact faculty, onsite telephone is the only approved form of communication as outlined above.
4. **Canvas:** This learning management system is used by instructors to post course information, grades, and class attendance.
5. **Cumulative Clinical Record of Attendance:** a record of the use of Personal Time Off (PTO), clinical and class absence/lateness occurrences will be kept by school personnel. Students will receive an email update after any attendance event.

Social Media Policy

Social media is defined as "web-based and mobile platforms for user generated content that create interactive and highly accessible, and often public dialogues."

Students enrolled in Shore Medical Center School of Radiologic Technology have an ethical and legal responsibility to understand the personal and professional ramifications of the use of social media and to uphold standards of conduct as delineated in this policy. Violation of this policy will result in student counseling and possible dismissal from the program.

The radiology school faculty recognizes the value of social media in education and healthcare. However, inappropriate use of social media that violates the privacy and confidentiality of individuals including patients and their families, peers, faculty, and staff, may be cause for dismissal from the

program and may lead to civil lawsuits and/or federal penalties under **Health Insurance Portability and Accountability Act (HIPAA)**.

Content posted online is not confidential and is discoverable in perpetuity. The social media policy is as follows:

- Students have a legal and ethical obligation to uphold patient privacy at all times.
- Students are strictly prohibited from transmitting by way of electronic media any patient related image.
- Students are prohibited from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.
- Students are not to **share, post or otherwise distribute any information, including images about a patient or information gained in the student-patient relationship** with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so.
- Students are not to identify patients by name or post or publish information that may lead to identification of a patient (including initials, nicknames, first names or any other identifier). Privacy settings do not ensure privacy.
- Students are not to refer to patients in a disparaging manner, even if the patient is not identified.
- Students are not permitted to take photographs or videos on personal devices including cell phones in the clinical area.
- Students are to maintain professional boundaries in the use of electronic media. Online contact with patients or former patients blurs the line between a personal and professional relationship. The fact that the patient may initiate contact does not permit the student to engage in a personal relationship with the patient.

In addition to the statements above the program requires under this policy the following:

- If a student has any questions regarding the appropriate use of social media they should consult faculty for guidance.
- Students are to immediately report any content that could harm a patient's welfare or right to privacy to faculty.
- Students are not permitted to take photographs, videotape, or audio record professors or fellow students for personal or social media in academic settings without the expressed permission of the faculty member or student.
- PowerPoints and other works provided by instructors, unless otherwise stated, belong to the author and may not under any circumstances be shared, sold or posted on any internet site.
- Students are not to attempt to communicate with clinical preceptors or school faculty on social media sites that are not sanctioned by the program. For example, attempting to 'friend request'

clinical preceptors or school faculty serves to blur the line between a personal and professional relationship.

- Students are to adhere to all policies of outside agencies, including those related to social media, while representing the radiology program.

Chapter 2

Attendance

General Attendance Policy

The Radiography Program offered by Shore Medical Center is a five-semester (21-month) educational program with semester and spring break time. Promptness and good attendance are important aspects of professional behavior, and is expected of all Shore Medical Center Radiography students.

Semester breaks will be observed in accordance with Atlantic Cape Community College. In light of the amount of time off, students are strongly encouraged to utilize these scheduled breaks for vacations and personal appointments.

However, if the situation requires time off during a semester; a written request must be submitted five (5) days prior to the Clinical Coordinator and Program Director for consideration. Requests for time off will be limited to a maximum of **five (5) consecutive days (including class) and must be approved by Clinical Coordinator or Program Director. Time off greater than five (5) will be considered a Short Term Leave of Absence.**

Students who miss more than **14 days a year may be subject to dismissal.** Absences from class and clinical will be factored into the 14 days (not including PTO). The 1st year is defined as the 1st and 2nd semester and 2nd year will include the 3rd, 4th and 5th semesters. Students dismissed due to excessive absences may apply to re-enroll at the discretion of Program Officials. It will require the resolution of the situation causing the excessive absences and cause no further absences

SARS COVID19 Related Illness

The SARS COVID19 infection is a severe illness that may require extensive absence based on treatment protocol. The following guidelines will be used to help mitigate disruption to program completion.

Students who present COVID like symptoms (cough, fever, sore throat, and/or abdominal distress) or have been exposed directly to someone in their household, are to notify the Program Director, Clinical Coordinator, and School Coordinator via Slack immediately. Students **MUST** call **Shore's COVID19 Hotline (609) 653-3525** for advisement for further instruction. Students are not to attend class or clinical until cleared from Shore Medical Center's Employee Health department. Students should follow the call-out procedure as well.

A student who has a confirmed SARS COVID19 infection must support the diagnosis with documentation from their healthcare provider or Shore Medical Center's Employee Health department.

Students who suspect or have confirmed SARS COVID19 are encouraged to attend class virtually if they are well enough for full participation in class activity. Clearance from Shore Medical Center's Employee Health department to return to in-person class and clinical **must be provided PRIOR to the program granting permission to return.** No attendance penalty will be assessed on clinical or academic course grade under these circumstances; however, missed clinical hours & missed course work must be made up.

Request for Personal Time Off

Students requesting time off must send an email to the Clinical Coordinator and Program Director with the subject: “**Time off**” request as the subject to the message – this includes any planned lateness, absence, and/or vacation day.

Use of Personal Time Off (PTO) – Students are allotted one (1) personal day off from clinical per semester. Students can request to use their personal time off in increments of four (4) or eight (8) hours. Students should email their request to the Clinical Coordinator and Program Director at least five (days) prior to the anticipated time off in order to give faculty adequate time to notify the clinical site. Students will receive a return email with approval status. If a student is unable to submit the request at least five (5) days prior, the call out procedure must be followed. (See Call Out procedure below)

Requests for time off immediately prior to or after holidays must be submitted in writing, five (5) days in advance. A **doctor’s note** will be required for **CLINICAL** call outs immediately preceding or immediately after a holiday or schedule break. Students who fail to submit documentation will be subject to written counseling; minus five (-5) points off their clinical grade and missed time will be made up time at the end of semester.

Holidays include:

- Martin Luther King Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day

Didactic Attendance Policy

Students are expected to be present and on time for all scheduled classes, testing and laboratory sessions. Absences and lateness have an adverse effect on student achievement and **students are responsible for making up all missed course work.**

Anticipated lateness or absence must be reported to the instructor **prior to start of class** by sending a Slack message.

Program faculty understands that situations arise that cause students to miss class; thereby, the following policy will help clarify instructor and student responsibilities. This policy will be reflected in the syllabus for each didactic course.

- Attendance will be taken during the start of each class and laboratory session and logged in Canvas
- Students are expected to monitor the effect of absences on course grade – grades are available on Canvas under Roll Call Attendance.

Students are NOT permitted to request time-off during final exams.

Absence from class during final exams will require a doctor's note.

Lateness Class or Early Out

A student who enters the classroom/laboratory five (5) minutes after the session has begun OR leaves 15 minutes early, before the session is completed, shows disrespect and disrupts the instructor and other classmates. Lateness or early-out is considered 50% of an absence. (Refer to course syllabus)

Employment Interview Time

Students in their 5th semester will be permitted two (2), four (4) hour absences for job interviews. The Clinical Coordinator must be notified via email of date and time needed and the student must provide documentation from the interviewer.

Bereavement Time

Students will be granted three (3) personal time off (PTO) days in the event of a death of a parent; parent-in-law; step-parent; spouse; civil union partner as defined by the State of New Jersey; child; stepchild; adopted child; child for whom the student is the legal guardian; brother; sister; grandchild or grandparent.

- Students who experience a death in the family should notify the Program Director or Clinical Coordinator to arrange time off and confirm a plan with an email to faculty. The school may require satisfactory evidence of death and relationship in order to authorize time off.
- The use of bereavement time must be taken within 14 calendar days from the time of death.

Inclement Weather

The Program Director (or designee) will make every attempt to decide the cancellation of classes held at Shore Medical Center and clinical time due to inclement weather by **6:00 am**. Student and clinical faculty will be notified by a message posted on **Slack** and an email via **Trajecsys**.

- Hazardous road conditions, flooding and other events may cause the radiography program to delay opening – students will be notified via Slack and clinical faculty and students will receive an email via Trajecsys.
- Closing which occurs while faculty and students are in class or clinical will be decided by the Program Director – students will be notified via Slack and clinical sites will be called by faculty. An email will be sent to everyone via Trajecsys confirming the dismissal time.
- If class is held on the campus of Atlantic Cape Community College and the college closes, class will be cancelled. Students are advised to check the college website for notification [HERE](#).

Regardless of the School's decision during inclement weather, the student must consider the situation in their own location and their ability to drive and arrive to their destination safely. Absence from class or clinical due to personal decision about weather conditions will fall under the Attendance Policy.

Clinical Attendance Policy

Regular attendance during scheduled clinical time is expected of all students to meet the established objectives and clinical competency benchmarks. Students should avoid clinical absences if at all possible to demonstrate dependability and professionalism.

Students are to report to their clinical assignment on time - log in and out on an onsite computer using electronic tracking system [TRAJECSYS Website](#)

If a computer is not available, students must call the School Coordinator at (609) 653-3924 and leave a message about their arrival and inability to access Trajecsyst. **Failure to do so will incur attendance lateness.**

Semester	Hour per week/days	Days in clinical	PTO	Maximum absences allowed
1	16/2	27	1	2
2	16/2	27	1	2
3	32/4	40	1	3
4	24/3	40	1	3
5	24/3	55	1	3

- Students are granted 1 Personal Time Off (PTO) per semester that does not need to be made up and is not included in the maximum absences allowed (listed above). Use of PTO does not affect clinical grade.
- **Attendance accounts for 20%** of clinical grade per semester and any absences beyond the PTO day must be made up during the break just prior to the start of next semester.
- Excessive absences or failure to follow the call out procedure will cause the final grade to be lowered by **-10 points** for each additional day or occurrence. (reduction of one letter grade)
- Students **must maintain a grade of 80%** or higher to progress to the next semester. A grade of 79% or lower will result in dismissal from the program.
- PTO can be taken in increments of a ½ day or full day.

Exceptions to the clinical attendance policy which may be considered are: COVID related events, jury duty, bereavement time and required military duty.

CALL OUT PROCEDURE:

Unscheduled or unapproved absences and anticipated lateness must be reported to BOTH the school and clinical site **no later than 7:00 a.m.** Failure to follow this procedure for calling out will result in the loss of - 10 points from clinical grade (reduction of one letter grade).

Step 1 - Call the clinical site and ask for the Clinical Preceptor, let them know you will be absent. If a CP is not available, note the name of the staff technologist or person answering the phone and time of call. If leaving a message, note the phone number and the time you called the site.

Step 2 - Send a group Slack direct message (DM) to Program Director, the Clinical Coordinator and School Coordinator – include the date, time and who you spoke with at the clinical site or the phone number if you left a message.

Lateness Clinical

If a student anticipates being late they must call their Clinical Preceptor and Clinical Coordinator to inform them of their arrival time.

- A lateness is defined as arriving at clinical over five (5) minutes after clinical start time (i.e. 8:06 is late)
- Students who incur four (4) lateness in a semester, will be assessed ½ PTO time. Subsequently lateness will incur a penalty of ½ PTO for each additional infraction.
- All Lateness/early out will be documented in Canvas as 50% of an absence toward clinical grade.
- Not logging in or out of Trajecsyst will be counted as a lateness/early out.
- Students are responsible for ensuring clock in/out has been registered by Trajecsyst. If there is an issue with Trajecsyst, the student is to call the school office from a site phone and leave a message as to what time they arrived.
- Any student who forgets to clock in Trajecsyst and does not call is as described above will incur a lateness regardless of verification from the site.

Early Out Clinical

Students who need to leave clinical up to a ½ hour early have the option of arriving at clinical early **with permission** from the Clinical Coordinator. Students, who need to consistently need to leave early, must put a request in writing to have their clinical hours adjusted.

- Early out is defined as leaving within thirty minutes (30) minutes prior to assigned clinical dismissal time.
- Same day request for early out will be documented in Canvas as a 50% absence toward clinical grade.
- Student must email the Clinical Coordinator with a minimum of two (2) days prior notice to adjust time (i.e. come in early to leave early for an appointment). No penalty will be assessed on “with permission” request.

Absence of Three (3) Days or More

When an **illness is serious or prolonged (three days or more), the student must consult a physician, obtain medical clearance for full duty in the form of a doctor’s note.**

This note MUST be received by school office BEFORE returning to clinical or class.

Make-Up Clinical Time Policy

Students who need to do additional clinical time due to excessive absences and/or lateness must email the Clinical Coordinator a tentative schedule for make-up hours. Make-up clinical time **MUST** be completed prior to the start of the next semester. Students will receive an Incomplete (I) clinical grade until all missed time is made up. This may impact a student’s ability to start the next semester. Total didactic and clinical involvement cannot be more than 10 hours per day and 40 hours per week.

- A tentative schedule of make-up days must be submitted to CC for approval five (5) days prior to the requested date.

Failure to report to a clinical education setting for pre-arranged hours is considered a “no-call- no show” and will result in a loss of - 10 points from clinical grade (reduction of one letter grade).

Voluntary & Extended Clinical Time

Students may request to do voluntary clinical hours during breaks of each semester. This opportunity is to assist students in keeping skills sharp and obtaining additional signatures or competencies. Students who take advantage of this opportunity are expected to follow the same standards and procedures set forth during regular school sessions.

- Students may do up to 5 days of voluntary clinical time during breaks.
- Request for Voluntary Clinical Time must be submitted to Clinical Coordinator in writing (via email) before the end of the semester. Request should include the days and hours desired.
- Students may request a different clinical site than where they are currently assigned. Priority will be given to the student who is currently assigned at requested site.
- Approval from the Clinical Coordinator will be given to student in writing. Students who show up at clinical without written approval will be asked to leave the clinical site and subject to disciplinary action.
- Once the volunteer hours has been coordinated and approved, they cannot be changed or cancelled. Students will forfeit the opportunity to do future voluntary hours.
- **Voluntary clinical hours will not be counted towards any future time off.**

Hours

- Normal clinical hours; however, a student may request a variation of hours to maximize their clinical experience.
- Clinical sites reserve the right to send a student home for low volume at any time, but student may not ask to be sent home.
- If travel conditions are predicted to be unsafe, the Clinical Coordinator or Program Director reserves the right to cancel a student from voluntary hours.
- It will be the responsibility of the student to contact the clinical site to advise them if their clinical hours are cancelled due to weather conditions.

Absence or Lateness

- In the event of more than one call out, the student may forfeit any opportunity to do future voluntary clinical hours unless a doctor's note is obtained.
- If late, students will be allowed to finish voluntary clinical hours for the day. In the event of a second lateness, the student may forfeit any opportunity to do future voluntary clinical hours.
- In the event that a student does not show up for pre-arranged clinical hours, they will forfeit the opportunity to do future voluntary hours.

Extension (Post-Graduation)

- If a student needs additional clinical time to reach clinical competency goals, the program will allow a student to **extend their time in the program up to one month post-graduation.**
- All extensions must be cleared by the Program Director and Clinical Coordinator.

Chapter 3

Academic Guidelines & Procedures

Academic (Classroom-Lecture/Lab) Schedule

To successfully complete the goals of the program you will participate in academic classroom and laboratory activities. Part of the academic schedule for the first six weeks of the first semester will serve as an orientation period to introduce you to healthcare in general, and prepare you for your clinical internship. After completing the orientation period, you will be assigned to a clinical education setting (See Chapter Four - Clinical Education in School Handbook)

Academic coursework begins at 8:00 am until approximately 4:30 pm

Academic Calendar 2023-2024

FALL SEMESTER: August 2023– December 2024

Labor Day (School Closed)	September 4, 2023
First and Fourth Semester Begin	September 5, 2023
Thanksgiving Break (School Closed)	November 23-24, 2023
Final Exam week	December 18-22, 2023
End of First and Fourth Semester	December 22, 2023
Winter Break	December 25, 2022 – January 15, 2023

SPRING SEMESTER: January 2024 – May 2024

Martin Luther King Day (School Closed)	January 15, 2024
Second and Fifth Semester begins	January 16, 2024
Spring Break	March 1-16, 2024
Final Exam week	May 6-11, 2024
End of 2 nd & 5 th Semester	May 11, 2024
Graduation – Radiography Program	May 14, 2024
Commencement (Atlantic Cape)	May 16, 2024
1 st Summer Break	May 13 - May 24, 2024

SUMMER SEMESTER: June 2023 –August 2023

Summer Semester Begins	May 28, 2024
Memorial Day (School Closed)	May 29, 2024
Independence Day (School Closed)	July 4, 2023
Summer Semester Ends	August 16, 2024
2 nd Summer break	TBA
First and Fourth Semester Begin	TBA

Program Progression & Academic Advisement

The Program Director and Clinical Coordinator are available to discuss any matter important to a student's success.

- Students are required to pass all didactic courses each semester with a minimum grade of 75% and clinical internships each semester with a minimum grade of 80%.
- Failure to successfully complete a course will result in dismissal from the school.

Associates Degree in Applied Science – Atlantic Cape Community College

Degree-seeking students from Atlantic Cape Community College and/or students, who have chosen to use financial aid, are subject to policies and procedures of the college.

[Atlantic Cape Community College Handbook](#)

Students taking general education course work during the radiography program must submit their transcript demonstrating successful course completed prior to starting the 5th semester. Students who do not provide documentation cannot begin the 5th (Spring) semester.

Academic (Didactic) Grading Policy

Students are required to pass **all** didactic courses with a minimum grade of a 75%. Failure to successfully complete a course will result in dismissal from the program.

Grading Scale: 45% Test**, Assignments/Quizzes 20%, Final exam 35% **Includes Attendance

Academic grading is as follows:

Letter Grade	Numerical Range	Conversion
A	93 – 100%	Outstanding
A-	90 - 92%	Excellent
B+	87 - 89%	Exemplary
B	83 – 86%	Very Good
B-	80 – 82 %	Good
C+	77 – 79%	Acceptable Program Dismissal – Clinical grade 79% and lower
C	75 – 76%	Marginal
D	60 - 74%	Failing/Poor – Program Dismissal – Didactic grade 74% or lower
F	Below 60%	n/a
I	Incomplete*	n/a
W	Official Withdrawal	With approval by Program Director
E	Unofficial Withdrawal	Without approval by Program Director

***Completion of an "I" Grade:**

A student receiving an "I" grade has up to one (1) month after the end of the semester to complete the requirements of the course unless the instructor has specified a shorter time period. The instructor will identify the requirements for course completion and notify the student of the requirements needed and the time frame required to complete the course. If the instructor deems it essential that an incomplete grade be extended beyond the deadline, a request in writing should be sent to the Program Director for endorsement and approval. The request should include a projected date of completion and the reason for the requested extension.

Examination Remediation Policy

To support academic progression and successful preparation for the ARRT certification examination, students must achieve a 75% or higher score on all examinations. Those who score a 74% or lower will complete the following corrective measures.

Test Remediation

1. Student will receive a written counseling form and be assigned a date to complete a written remediation and/or a re-test.
2. Student will be given time to review test, note areas of academic weakness, and/or consult instructor for clarification.
3. The original test score will be recorded in grade book.

Final Exam Remediation

1. Students will meet with course instructor to discuss areas of weakness, be given a written counseling and remediation plan.
2. Students will have 3 – 5 days after semester ends to remediate final exam.
3. The original test score and remediation test score will be averaged and must be higher than 75%. Students who final exam score is lower than 75% will be placed on academic probation for the next semester.
4. The recalculated final exam score will be added to course grade to a maximum of 75%.
5. In situations where the overall course grade falls below a 75%, the student will not be eligible for didactic course remediation and dismissed from the program.

The program faculty will work with the student to provide uninterrupted progression through the program.

- **Five (5) test remediation counseling sessions** in any or all classes will be counseled with a **Written Warning** by the Program Director.
- **Six (6) test remediation counseling sessions** will result with the student being placed on **Academic Probation**. This requires the student to meet with the instructor in any and all classes to discuss steps to improve academic performance. Students will be asked to participate in study/review sessions with instructor or fellow students.
- **Twelve (12) remediation counseling sessions** will require a meeting with the Program Director and two members of the Advisory Board to discuss feasibility of the student continuing in the program. Decisions of the Advisory Board and Program Director will be final.

Didactic Course Failure Policy

All students must maintain a grade of 75% or higher in all didactic courses. In situations where a student fails to meet this performance standard, the student will be given an opportunity to remediate one course. In the case of multiple course failures in the same semester, the student will be dismissed from the program.

Students are allowed one opportunity to remediate a course during their time in the program. In a situation where a student receives a score of 74% or less in another course, there will be no opportunity to remediate and will result in dismissal from program for inability to make adequate academic progress.

Steps in didactic course remediation:

1. The student will meet with the Program Director to discuss reasons for course failure, receive a written counseling and remediation plan.
2. Students will be given 3 to 5 days to complete the remediation plan.
3. Both the original and remediated score will be averaged to calculate a new final exam grade.
4. If the recalculated final exam grade raises the course grade to a 75% or higher, the student can continue in the program
5. The student's official transcript will reflect a maximum score of 75% in the previously failed course regardless of the score when the grade is recalculated.
6. A score of 74% or under will result in dismissal from the program.

In situations where the student fails a course but passes the final exam, student will meet with the Program Director, receive a written counseling and remediation plan. This assignment must receive a score of 85% or higher and grade will be replaced with a 75%.

Counseling and Disciplinary Action

Counseling is meant to encourage and improve student behavior in class and/or clinical areas. Disciplinary action may be necessary for situation or issues that are not corrected by counseling. Situations that result in coaching or disciplinary actions may include but are not limited to:

- Academic Performance
- Inappropriate class or clinical behavior
- Clinical Performance (i.e. Incorrect marker use, wrong exam completed, incorrect patient demographics link to image)
- Absenteeism or lateness
- School policy violation
- Substandard radiation protection practices
- Failure to meet competency progression requirements

These situations warrant student meeting with the Program Direct and/or Clinical Coordinator. The issue will be discussed and action plan will be developed.

Levels of counseling:

- Verbal Warning
- Test Remediation
- Written Warning
- Probation
- Suspension
- Final Warning
- Dismissal

Academic Honesty

The School regards academic dishonesty on the part of students as unacceptable behavior that will result in dismissal. The following are forms of academic dishonesty that will not be tolerated:

- **Cheating**; i.e. copying from another student's test paper, project, unauthorized notes, sharing exam questions with other students, or use of electronic devices during examinations.

- **Academic misconduct** such as changing, altering, or being an accessory to the changing and/or forging signature on log sheets, a test, or other official academic records of the school/medical center.
- **Plagiarism**; the inclusion of someone else's works, ideas, or data as one's own work.
- **Fabrication**; inventing data or source information and listing sources in a bibliography or academic exercise.

Classroom Behavior

If a student's behavior during class becomes disruptive or distracting to the instructor and/or classmates, the instructor will ask the student to leave the classroom. The encounter will be discussed with Program Director and disciplinary action may be considered. This includes but is not limited to:

- Classroom Incivility (i.e. side conversation, changing seating arrangements, sleeping, eating)
- Using electronic devices for anything other than educational purposes
- Doing other coursework not related to the current class
- Insubordination (i.e. resistance, defiance of authority, passive/aggressive behavior)

Program Dismissal

The following are examples of infractions which will result in dismissal from the program:

- Endangering the health or safety of self or others while in a clinical education setting
- Unauthorized use or removal of property belonging to school/clinical education settings
- Possession or under the influence of alcohol or drugs
- Fighting, assault, intent to harm
- Theft and/or dishonesty
- Falsifying, altering records and fraudulent statements
- Unauthorized access or release of confidential information
- Cheating or academic misconduct
- Failure to immediately report any violations or convictions of the law
- Failure to pay tuition and fees
- Failure of an academic or clinical course
- Failure to comply with the general, didactic and clinical policies
- Inability to make adequate clinical progress
- Inability to make adequate academic progress
- Failure to comply with the social media policy
- Failure to comply with communication policy
- It is found that the behavior of the student is not conducive to working in healthcare environment

- Exhibiting disrespectful or contemptuous behavior toward any school or medical center employee
- There is a breach of personnel rules and regulations of the medical center and/or school as outlined in the student and employee handbooks
- Failure to adhere to COVID19 Contingency Plan

If a student believes there is a problem that is hindering the educational process or if they feel that information is inaccurate or misleading, the student will follow the Due Process Policy.

Due Process Policy

The Due Process Policy is a procedure a student may follow if he/she believes information pertaining to or contained in their education record is inaccurate, misleading or violates the rights of the student.

- The Due Process Policy is not an automatic process and the student is responsible to initiate each step.
- The Program Director will be responsible for informing Human Resources of any situations that are in Due Process. The Program Director will maintain documentation of the process in the student's file. The student has the right to obtain legal counsel at any time during the due process, at his or her own expense.

The following is the School's four-step due process procedure:

STEP ONE - The student should discuss the situation with their instructor. If the student is not satisfied with the instructor's solution to the situation, or a solution cannot be reached within five (5) working days, the student should make an appointment with the Program Director.

- **STEP TWO** - The student will meet with the Program Director to discuss the situation and will also submit a detailed written description of the situation. The student may request to have their instructor or neutral party present at the meeting. If the situation is not resolved at this level within five (5) working days, the student should arrange a time to meet with the Administrative Director of Imaging Services.
- **STEP THREE** – The student will discuss the situation with the Administrative Director who will then later discuss the situation with the Program Director. If the Administrative Director is unable to resolve the situation to the student's satisfaction within ten (10) working days, the student may arrange to meet with Human Resources.
- **STEP FOUR** - After discussing the situation with the student and others involved, Human Resources will make a decision within ten (10) working days and will document accordingly. That decision is final and will be binding by both parties.

Didactic Courses

The following is a list of the courses that must be successfully completed within each semester. More specific course objectives can be found in the course syllabus. Classes will be held at Shore Medical Center and at Atlantic Cape Community College, Mays Landing campus. Clinical Radiography schedules will be given to student by the Clinical Coordinator prior to the start of their clinical rotations. Course descriptions can be found in Atlantic Cape Community College Catalog.

*During the summer prior to beginning the program, all radiography students must complete the orientation requirements for the clinical site(s) to which they are assigned. These orientations are required by the affiliated clinical sites.

Fall Semester – 1st Year

1. Patient Care in Radiologic Sciences I - RADX101 (*ACCC)
 2. Radiographic Procedures I - RADX102
 3. Principles of Imaging I - RADX103
 4. Clinical Radiography I - RADX104
- *Course includes Program Orientation Seminar*

Spring Semester – 1st Year

1. Radiographic Procedures II - RADX105
2. Principles of Imaging II - RADX106
3. Patient Care in Radiologic Sciences II -RADX107 (*ACCC)
4. Radiologic Physics - RADX108 (*ACCC)
5. Clinical Radiography II - RADX109

Summer – Third Semester

1. Clinical Radiography III - RADX201
- *Course includes Cross-Sectional Anatomy*
**Course includes Imaging Procedures Seminar*

Fall – Fourth Semester

1. Radiographic Procedures III - RADX202
- *Course includes Introduction to Advanced Imaging Seminar*
2. Principles of Imaging III - RADX203
 3. Radiation Biology & Protection - RADX204
 4. Clinical Radiography IV - RADX206

Spring – Fifth Semester

1. Clinical Radiography V RADX207*
- *Course includes Senior Review Seminar*
2. Radiographic Pathology – RADX208

Book List

Students are responsible for the cost of all books and related expenses. The program require student to possess a Smart Tablet with 64 GB memory. The school advocates the use of e-books and paperback books. The required book list will be provided at the start of the program.

Fitness for Class and Clinical Internship

If a faculty member or program official observes a student having performance problems, exhibiting inappropriate behavior, difficulty coping with rigors of clinical environment, extreme fatigue, chronic or acute illness, extreme emotional fluctuations, mood swings, suspects substance abuse, or observes an injury, the faculty member or program official will:

- Faculty will speak with the student and request an explanation for the observed behavior.
- If necessary, send the student home, contact school officials and document student's behavior
- Suspend the student from attending class/clinical until they meet with the Program Director.

- Based on the results of meeting with the Program Director, the student may be referred for counseling and/or medical intervention.

Educational Resources

Students who attend the Shore Medical Center School of Radiologic Technology have access to a variety of educational resources and tools. All students are welcome to use the internet for research and independent study.

- Shore Medical Center maintains Professional Resources [HERE](#)
- Computer Lab (6A Classroom)
- Radiographic image library located in Patient Care Simulation area for image evaluation
- Books from the library located in the school office
- ASRT student learning resources part of student membership
- McGraw-Hill RadReview Radiography certification exam preparation
- Cloverleaf Learning subscription for coursework and certification exam preparation

Chapter 4

Clinical Education

Clinical Schedule

Students are permitted to attend clinical within the hours of 7:30 am through 7pm. Clinical times may vary depending on the student's clinical site assignment. Any adjustment to clinical start time must be approved by Clinical Coordinator.

- Regular clinical hours are 8:00 am to 4:00 pm
- Summer Semester clinical hours are 8:00 am to 4:00 pm
- Modification to clinical start time will be considered on a case-by-case basis. Request must be in writing to the Clinical Coordinator stating reason for change. All requests are subject to approval by clinical site.

Clinical education hours per semester:

1st Semester - 16 hours/week x 15 weeks = 220 hours

2nd Semester - 16 hours/week x 15 weeks = 220 hours

3rd Semester - 30 hours/week x 13 weeks = 380 hours

4th Semester - 24 hours/week x 15 weeks = 360 hours

5th Semester - 24 hours/week x 15 weeks = 440 hours

Total clinical education hours for the program – 1540 hours

Dress Code Policy

In order to project a positive professional image, all Radiologic Technology students must adhere to the required dress code and practice good personal hygiene.

Attire in class and clinical is limited to the dress code except on specific special occasions in which students will be advised otherwise.

- **Uniform - Pewter scrub Top & Black scrub Bottoms – *Must* be Cherokee uniform company *only (school will provide permissible style numbers)*.** Any shirt worn under uniform *must* be **black** only. Black scrub jacket or white lab coat can be worn over uniform. **All** other outerwear is **not** permitted, including hoodies and scarves.
- **Shoes *must* be all Black**, however, a **white accent only** is permissible. Open shoes, shoes with holes and/or sandals are not permissible. Socks must be worn with the uniform and must also be **black**. Shoes must be kept clean.
- **Uniform must be clean and pressed.** All undergarments must be appropriate to the uniform and not visible.
- **Medical center ID badges** must be worn above the waist and visible at all times. Replacement for lost badge is \$10.00. Students must display proper identification according to their clinical assignment.
- **Radiation personnel monitoring devices** must be worn during time in clinical and during laboratory procedures at the **level of the collar** and **outside** lead apparel during fluoroscopy and

surgical procedures. If a monitoring device is lost, the student must contact the school for a replacement badge.

- **Bontrager's Handbook of Radiographic Positioning and Techniques and lead markers** must be readily available during clinical hours.
- **Jewelry** – Necklaces must be worn inside the uniform. Earrings are limited to **posts only**. Other visible body jewelry – nose rings, eyebrow rings, tongue rings must be removed during clinical hours.
- **Tattoos** that may be considered offensive to others must be covered. This includes images or words based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature.
- **Hair** that is shoulder length or longer must be pulled back at all times (clinical only), clean and groomed. Students with facial hair are required to keep it well groomed. Deodorant must be worn daily and make-up should be conservative. Perfumes or colognes should not be worn.
- **Fingernails** are required to be kept short and clean. Gel and acrylic manicure nails are **not** permitted by medical center policy. Nail polish is limited to clear, nude or blush and must not be chipped or peeling off.
- Personal Protective Equipment (masks, goggles, face shield) must be brought with the student and worn when working in the clinical areas.

Classroom Setting

- When students are permitted by school faculty to wear “casual clothes” on class days, students should dress conservatively and be considerate of hospital environment – long pants, jeans (no shorts), boots, sneakers (no open toed shoes), T-shirts, blouses, sweaters (no tank tops or off shoulder shirts, or bare midriffs).
- Shore Medical Center ID badges must be worn while on campus and clearly visible.

Students who fail to comply with the uniform dress code will receive a written counseling, sent home to dress appropriately or and return to clinical/class. A ½ day PTO time will be assessed.

Plan of Clinical Education

The clinical internship experience is a Competency Based Clinical Education (CBCE) and correlates with the didactic education to apply the theories and concepts learned in the classroom and laboratory. It provides structure and a mechanism for students to learn how to become competent, caring technologists. Students are able to refine their skills one-on-one with both direct and in-direct supervision by licensed and certified staff technologists. Students merge and combine cognitive, psychomotor and affective behaviors during the performance of actual radiographic procedures.

During clinical internship students will actively participate by:

1. Observing the practicing technologist and watching the steps of performing radiographic procedures. This gives the student knowledge of how procedures are being accomplished and begin to model or imitate behaviors.

2. Assisting in various assigned tasks associated with procedures after becoming familiar with them. Students can then begin aiding and supporting the technologist in the performance of the procedure.
3. Performance is the last step before competency evaluation. Once students have completed the classroom instruction; passed a written exam, completed laboratory assignments, observed and assisted in the procedure, students should be able to accurately demonstrate all the tasks required for the procedure.
4. Students who have successfully completed the three steps above and have been directly supervised performing the minimum number of signature exams; the student is eligible for an Initial Clinical Competency Evaluation. During the evaluation, the student's affective, cognitive and psychomotor skills will be evaluated. If the student is successful in passing the evaluation, they may then perform the procedure either under Indirect Supervision or Direct Supervision. The student's performance will be evaluated by using the Clinical Competency Evaluation form.

If a student needs to repeat an image it must be performed under the direct supervision of a staff technologist. If the repeat image is unsatisfactory on the second attempt, then the staff technologist **must** repeat the image. Students are not permitted to repeat images more than once.

Gender Specific Procedures

All students, both male and female will be permitted to perform rotations/observations that involve gender specific studies (i.e. mammography). However, to assure an environment that is conducive to patient privacy, patients will have the right to refuse a student's participation.

Clinical Education Settings & Clinical Preceptors

During Clinical internships you will observe and learn from licensed technologists and other imaging professionals. Students complete clinical internships in the following clinical education settings:

Shore Medical Center, Cooper University Hospital, ARMC Mainland Division, ARMC City Division, Cape Regional Medical Center, AMI Cape May Court House, AMI Somers Point, AMI Galloway, AMI EHT, AMI Hammonton, Cooper Voorhees, Health Village Imaging, and Cape Radiology

Clinical Preceptor Meetings

There are regularly scheduled meetings conducted between the school officials and clinical preceptor representatives from the clinical affiliation sites twice a year. These meetings are held for the purpose of receiving feedback on students, presentation of new policies and procedures, and assessment of program effectiveness.

Clinical Supervision Policy

Radiography students will have two levels of supervision while participating in their clinical education: Direct Supervision and Indirect Supervision.

The following parameters constitute **DIRECT SUPERVISION**. A licensed diagnostic radiologic technologist shall:

- Review the request for examination in relation to the student's achievement
- Evaluate the condition of the patient in relation to the student's knowledge

- Be present in the room with the student to observe and supervise the examination
- Evaluate and approve all resultant images and/or data

All students are under direct supervision until clinical competency has been achieved. Once students receive clinical competency they may perform an examination under indirect supervision.

The following parameters constitute **INDIRECT SUPERVISION**. A licensed diagnostic radiologic technologist shall:

- Review the request for examination in relation to the student's achievement of clinical competency
- Evaluate the condition of the patient in relation to the student's knowledge and competency.
- Be immediately available in the room or adjacent to the room where the student is performing the examination*.
- Evaluate and approves the resultant images and/or data.
- Completes exams and transmits images to PACS.

*According to NJDEP, BOE, CBCE Standards VII, 3c, students cannot be assigned to a radiographic or fluoroscopic room unless a licensed diagnostic radiologic technologist is present either in that room or in an area that is adjacent to the room where the procedures is being performed.

The following are examinations/procedures that **ALWAYS** require **Direct Supervision** regardless of the student's proficiency or competency status:

1. Pediatric Examinations (12 years and younger)
2. Mobile Examinations
3. Examinations that require the injection of contrast material
4. Examinations performed in Surgical Areas
5. Any image needing to be repeated
6. Procedures that were passed as simulated clinical competency evaluation

Students shall never take the responsibility or the place of a licensed diagnostic radiologic technologist regardless of the student's level of competence. In compliance with New Jersey State law, students may not be hired to perform radiographic procedures.

Clinical Responsibilities

Internship provides students with clinical education at affiliated medical centers and outpatient sites. Under supervision of licensed technologists and interaction with radiologists, students practice and become competent in equipment manipulation and operation, imaging procedures, radiation protection, medical and legal principles, record keeping and patient care.

Students must demonstrate competency in a minimum of 51 procedures. A minimum of 41 procedures must be performed on patients.

Students must demonstrate competency in all 36 "Mandatory" imaging procedures. Students must also demonstrate competence in a minimum of 15 "Elective" imaging procedures chosen from the designated list of 34 procedures. No more than 10 "Mandatory" and "Elective" imaging procedures can be simulated. Those procedures that are eligible for simulation are noted further described below in the section labeled 'Radiographic Procedures'

Overall Clinical Competencies are as follows:

Initial Competencies: Mandatory = 36
 Elective = 15
Total: 51

Continual Competencies: Progressive completion
Total: 10

Recheck Competencies: Progression of clinical skills
Total: 2

Terminal Competencies: 12 weeks prior to program completion
Total: 10

Clinical Site Information Sheet

Students are responsible to become oriented to the general policies for their clinical site.

- Download Clinical Information Sheet on Trajecsys – sign and upload to Canvas each semester.
- Facility orientation will be completed by Clinical Preceptor on site.
- Student will demonstrate their knowledge of the facility equipment and be evaluated by Clinical Preceptor.

Equipment Orientation and General Facility Instructions

At the start of clinical at a new facility, a student should become familiar with the radiographic equipment and imaging systems. The Clinical Preceptor or staff technologist can answer any questions students have about equipment. An evaluation will be completed by the CP.

Standard Operating Procedures

1. As part of the healthcare team, the student shares responsibility for the patient along with the other members of the Radiology staff. **Correct patient identification** must always be made to ensure that the proper patient/examination is being done.
2. Patients are to be assisted on and off the x-ray tables and aided as necessary to maintain patient comfort and safety. Wheelchairs, stretchers and beds must be in locked position when moving or positioning patients. **Patients should not be left alone or unattended** on x-ray examination tables.
3. **Accidents**, whether to a patient, staff technologist, or student, are to be reported immediately to the supervising technologist and program faculty; no matter how minor they may seem. Appropriate incident forms may need to be filled out relative to each case.
4. Students are in ownership of **lead anatomical markers** and must be used when performing examinations. Anatomical markers must be placed on each image for medical-legal reasons.
5. Doors to **x-ray examination rooms are to be closed** when a patient is in the room.
6. Each student must be familiar with the **emergency treatment equipment** found within each radiographic area, as well as the departmental emergency protocol.
7. The X-ray rooms are to be kept **clean for each patient and stocked** at all times with the required supplies.
8. Students shall not, at any time administer water, medication, or treatment of any kind except under the direction of qualified personnel.
9. Clinical Preceptors and/or qualified personnel will supervise the student in the clinical area and they are to follow their instructions. Students are responsible to the staff technologist to whom

they are working with. **When leaving the radiology department or their assigned area, students** must make the staff technologist and/or Clinical Preceptor aware of their departure.

10. **Clinical room assignments** are determined by the Clinical Preceptor and should be posted on the bulletin board in the radiology department.
11. Students who **leave the campus during lunch break** must inform the staff technologist they are working with of their whereabouts.
12. The Clinical Preceptor will evaluate the student's clinical performance bimonthly by means of the Affective and Technical Skills Evaluation tool.
13. Students must confirm **that female patients are not pregnant prior to X-ray exam**. If there is a question of a possible pregnancy, the student is to consult the qualified professional to whom they are assigned.
14. In accordance with the **National Council on Radiation Protection Report #105**, "No person shall be employed specifically to hold patients, nor shall members of the radiology department who are classified as radiation workers, be asked to do so." **No student in the Shore Medical Center School of Radiologic Technology will hold a patient during an exposure.**
15. It is the policy of the department of radiology that all technologists must maintain **standard and safe radiation protection practices** when performing mobile x-ray examinations. The procedure for doing so is as follows:
 - a. Notify medical center personnel, visitors, and patients in the immediate area that you are preparing to take an x-ray, and give them a reasonable amount of time to leave the area.
 - b. Prior to making the exposure, the student should put on a lead apron and announce in a loud voice that an x-ray is being taken, i.e., "Taking an X-ray in bed A."
16. All **images must be approved by qualified personnel** prior to acceptance for interpretation.

Signature Exams & Graduation Requirement

Signature examinations are exams performed on a patient after the student has successfully passed a lab. Students must obtain signatures prior to attempting initial competencies and follow the evaluation criteria for clinical competency.

- A Clinical Preceptor or staff technologist must provide direct supervision for the exam as well as sign and date the signature form.
- Each student will be issued signature form checklist prior to starting their clinical rotation. Damage or loss of signature forms must be reported to the Clinical Coordinator.
- Students are **responsible for entering signature exams into Trajecsys within three (3) days of exam performance** or the signature will be void. Competencies not substantiated with signatures and dates will be forfeited and must be repeated. Student signature sheets are audited by the Clinical Coordinator and graded as an assignment.

A signature must be obtained for 3 out of 7 head exams and are part **graduation requirements**: These exams can be simulated.

- Skull, Paranasal sinuses, Facial Bones, Nasal Bones, Mandible, TMJ's, Orbits

Clinical Grading Policy

A clinical grade of **80% or higher is required to progress to the next semester**. A grade of 79% or lower will result in disciplinary action - program dismissal. See Clinical Syllabus for benchmark scale & progression grading.

The clinical grades are computed using the following sources:

- Affective and Technical Skills Evaluation
- Clinical Competency Evaluations (signature assignments, initial, continual and terminal clinical competency exams).
- Clinical Responsibilities and Competency Benchmarks
- Attendance
- Clinical Radiography III Seminars (Sectional Anatomy and Imaging Seminar)
- Clinical Radiography V (Senior Review Seminar)

Clinical Competency

Competency based clinical education (CBCE) is a progressive approach to the clinical development of a student. These competencies are a requirement for graduation and meet the guidelines of the ARRT and State of New Jersey, Bureau of X-Ray Compliance. The following three levels of clinical competency evaluation are utilized in this program:

1. Initial Clinical Competency Evaluations
2. Continual Clinical Competency Evaluations
3. Simulated Clinical Competency Evaluations
4. Terminal Clinical Competency Evaluations

Initial Competencies

Each student must successfully complete Initial Clinical Competency Evaluations on thirty-six (36) mandatory procedures and fifteen (15) elective procedures. Each competency must include projections identified by the clinical site's diagnostic imaging department routines.

Competencies will be performed under the direct supervision of an approved Clinical Preceptor, the Clinical Coordinator or the Program Director. **All initial clinical competency evaluations must be passed with a minimum mastery level of 85%.**

Examinations marked in bold are mandatory procedures. All other procedures are elective. Categories marked with an (**) require the student to perform one elective procedure from the head section and two electives from the fluoroscopy section, one of which must be either an Upper GI or a Contrast Enema. Students are expected to complete mandatory initial clinical competencies by **February 28th of their senior year.**

Radiographic Imaging Procedures:

Chest & Thorax (7) (minimum 2 on patients)

Chest Routine, Chest (Wheelchair or Stretcher), Ribs*, Chest Lateral Decubitus*, Sternum*, Upper Airway (Soft-Tissue Neck)*, Sternoclavicular Joints*

Upper Extremity (12) (minimum 7 on patients)

Thumb or Finger*, Hand, Wrist, Forearm, Elbow, Humerus*, Shoulder, Trauma Shoulder or Humerus, Clavicle*, Scapula*, AC Joints*, Trauma Upper Extremity (non-shoulder),

Lower Extremity (9) (minimum 4 on patients)

Toe*, **Foot, Ankle, Knee, Tibia-Fibula*, Femur*, Trauma: Lower Extremity, Patella*, Calcaneus*** (Os Calcis)

Head (7) (minimum 1 on patients)

Skull*, Paranasal sinuses*, Facial Bones*, Orbits*, Nasal Bones*, Mandible*, Temporomandibular joints*

Spine & Pelvis (10) (minimum 4 on patients)

Cervical Spine, Thoracic Spine*, Lumbar Spine, Cross-table Lateral Spine (patient recumbent)*, Pelvis, Hip, Cross Table Lateral Hip (patient recumbent)*, Sacrum and/or Coccyx*, Scoliosis Series*, Sacroiliac Joints

Abdomen (4) (minimum 1 on patients)

Abdomen Supine (KUB), Abdomen Upright*, Abdomen Decubitus*, Intravenous Urography

Pediatrics (age 6 or younger) (4) (minimum 1 on patients)

Chest Routine*, Upper or Lower Extremity*, Abdomen*, Mobile Study*

Geriatrics (At least 65 years of age and physically or cognitively impaired as a result of aging) (3) (minimum 2 on patients)

Chest Routine, Upper or Lower Extremity, Hip or Spine

Mobile Studies (3) (minimum 3 on patients)

Chest, Abdomen, Upper or Lower Extremity

Fluoroscopic Imaging Procedures: (9) (minimum 1 on patients)*

Upper GI Series (Single or Double Contrast) and/or Contrast Enema (Single or Double Contrast), Small Bowel Series, Esophagus (NOT Swallowing Dysfunction Study), Cystography/Cystourethrography, ERCP, Myelography, Arthrography, Hysterosalpinography

Bold = Mandatory, * = Simulation Eligible, ** Initial competency must be either a UGI or a Contrast Enema. The second procedure may be performed on a patient or simulated. *Note: student must take radiographic images in order for any procedure in the fluoroscopy studies category to be counted as a competency evaluation.*

Mobile C-arm Studies (2) (minimum 1 on patients)

C-Arm procedure (2 projections), Surgical C-arm procedure (1 projection)

Simulation Competencies

Students are strongly encouraged to demonstrate competency on patients. However, during **the last six (6) months of the program**, students may simulate up to 10 eligible competency exams, identified in the list above, with prior approval of Program Director and/or Clinical Coordinator.

Simulations must meet ARRT criteria; the student is required to competently demonstrate skills as similar as circumstances permit to the cognitive, psychomotor, and affective skills required in the clinical setting.

Students may use the body phantoms available in the school office or when appropriate position a fellow student without actually activating the x-ray beam and evaluating an image from teaching file.

Any mandatory or elective procedures that are simulated must be passed with a minimum mastery level of 90%. Simulated clinical competency still requires direct supervision of the student until the student later passes a clinical competency evaluation performed on a patient.

Continual Competencies

Continual competency must be performed on a progressive level of patient and/or procedural difficulty. The student must successfully complete an initial clinical competency in that category before attempting

the continual competency. **All continual competencies must be passed with a minimum mastery level of 85%.**

Students are required to be evaluated on ten (10) continual competencies. Continual competency can be completed any time during the program but **MUST be** done by prior to starting Terminal Competency in the last semester.

Continual Clinical Competency

- 1 – Chest & Thorax
- 2 – Upper Extremity
- 1 – Mobile
- 1 – Abdomen
- 2 – Lower Extremity
- 1 – Spine
- 1 – Mobile C-Arm Study
- 1 – Fluoroscopy Study

* Completion of Continual Competencies is a part of graduation requirements.

Clinical Competency Recheck

Progress of clinical skills will be evaluated during the Summer Semester. Students will demonstrate their positioning skills by performing clinical or laboratory rechecks of exams where a student has achieved clinical competency. This will include performing two (2) exams.

The student will be evaluated during clinical or in lab using a volunteer or body phantom. **Recheck competency must be passed with a mastery level of 90%.** Students who do not meet mastery level will be allowed a 2nd attempt, if 90% is not achieved then initial competency for that study will be removed from clinical record and follow the Clinical Competency Evaluation Flowchart.

Terminal Competencies

To fulfill graduation requirements the student must demonstrate terminal competency; this is the final step toward preparation as an entry-level Radiologic Technologist.

Terminal Clinical Competencies can be attempted in categories in which both the mandatory and continual competency in that category has been met.

Terminal competencies will be conducted in the last three (3) months of the program and must be passed with a minimum mastery level of 90%.

Terminals must be performed on a progressive level of patient and procedural difficulty. The clinical preceptor may select the study or the student may request to complete the procedure for terminal competency. Terminal competencies are to be completed on patients who require advanced positioning and procedural skills for example, but not limited to:

- Pathological conditions such as rheumatoid arthritis or severe scoliosis.
- Pediatric patients who are difficult or require ingenuity.
- Geriatric patients who have limited range of motion or mobility issues.
- Obese or emaciated patients.
- Communication barriers such as mentally challenged, foreign language, speech or auditory disabilities.
- Patients who have musculoskeletal conditions such as cerebral palsy.

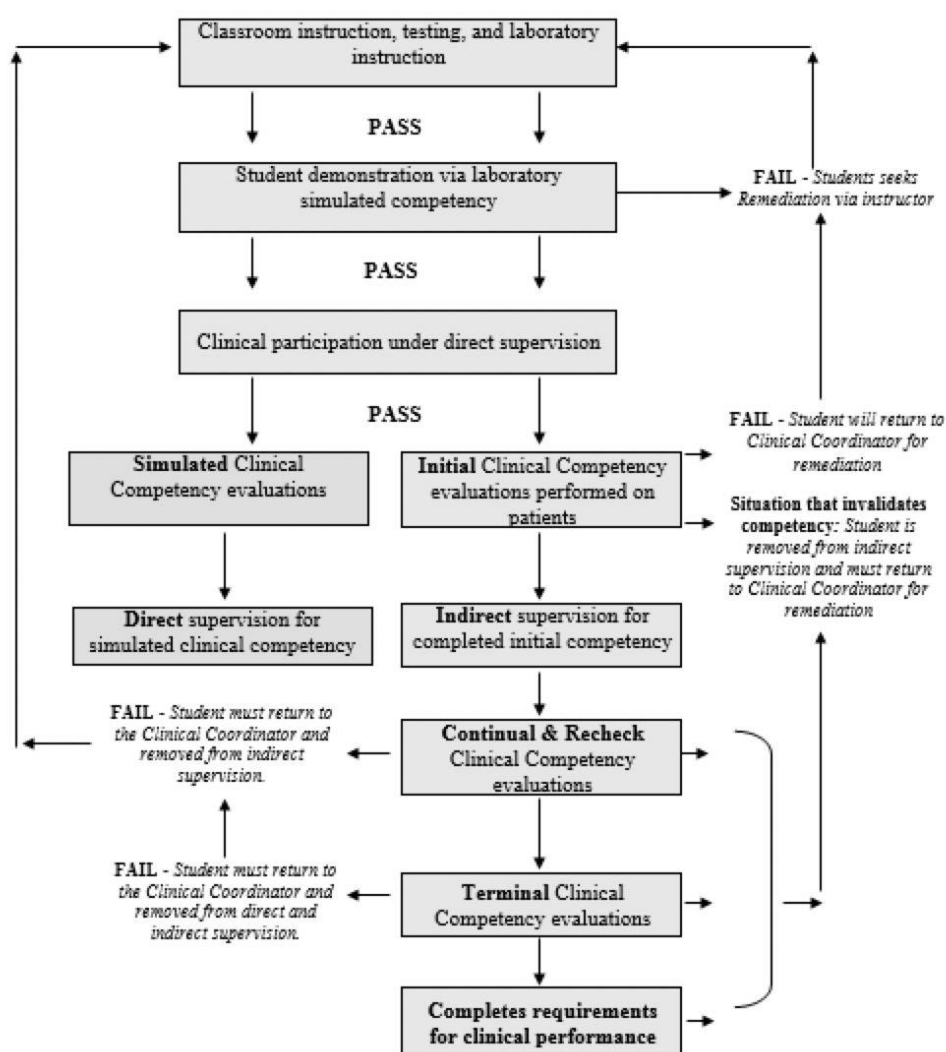
- Mobile radiographic examination on a fractured extremity.

Students will perform ten (10) terminal competencies from the following categories:

- 2 - Upper Extremity Category
- 2 - Lower Extremity Category
- 1 - Thorax Category
- 1 - Abdomen Category
- 1 - Spine Category
- 1 – Mobile (Adult, Pediatric or Geriatric, Orthopedic)
- 1 - Fluoroscopic Study
- 1 – Mobile C-arm Studies or Head Category

Clinical Competency Evaluation Flowchart

The following is a flow chart of the school's competency based clinical education.



Clinical Competency Remediation

There are six (6) situations for clinical remediation listed below. It is the responsibility of the program officials to identify and instruct the student on any or all of the six situations before the student is able

to progress to the next level. The following are the remediation steps that a student must fulfill if a failure occurs.

The faculty shall discuss the area(s) of failure with the student and develop a plan for remediation and reevaluate after remediation has been completed. The plan should include the following criteria:

1. Demonstrate laboratory proficiency of less than 85%

- a. The student will be required to make an appointment with the course instructor for review of the material.
- b. Discuss the areas(s) of failure/weakness with the student
- c. Instructor will develop and implement a remediation plan.
- d. Student will follow remediation plan and practice of the procedure/skills in question.
- e. Re-evaluation of laboratory skills with instructor.

2. Initial clinical competency evaluation less than minimum grade (85%)

- a. The student will be required to make an appointment with the Clinical Coordinator for review of evaluation criteria for competency.
- b. Discuss the area(s) of failure with the student.
- c. Clinical Coordinator will develop and implement a remediation plan.
- d. Student will follow remediation plan and practice of the procedure/skills in question.
- e. Remediation will require application of skills in laboratory setting prior to re-evaluating as an initial clinical competency (or simulated clinical competency if within the last 6 months of the program).

3. Simulated competency evaluation of less than minimum grade (90%)

- a. The student will be required to make an appointment with the Clinical Coordinator for review of evaluation criteria for competency.
- b. Discuss the area(s) of failure with the student.
- c. Clinical Coordinator will develop and implement a remediation plan.
- d. Student will follow remediation plan and practice of the procedure/skills in question.
- e. Remediation will require application of skills in laboratory setting prior to re-evaluating for simulated clinical competency.
- f. Simulated clinical competency requires direct supervision.

4. Continual clinical competency evaluation less than minimum grade (85%)

- a. The student will be required to make an appointment with the Clinical Coordinator for review of evaluation criteria for competency.
- b. Discuss the area(s) of failure with the student.
- c. Clinical Coordinator will develop and implement a remediation plan.
- d. Student will follow remediation plan and practice of the procedure/skills in question.
- e. Remediation will require application of skills in laboratory setting prior to re-evaluating as a continual clinical competency.

5. Recheck clinical competency evaluation less than minimum grade (90%)

- a. The student will be required to make an appointment with the Clinical Coordinator for review of evaluation criteria for competency.
- b. Discuss the area(s) of failure with the student.
- c. Clinical Coordinator will develop and implement a remediation plan.
- d. Student will follow remediation plan and practice of the procedure/skills in question.
- e. Remediation will require application of skills in laboratory setting prior to attempting recheck competency.

6. Terminal clinical competency evaluation less than minimum grade (90%)

- a. The student will be required to make an appointment with the Clinical Coordinator for review of evaluation criteria for competency.
- b. Discuss the area(s) of failure with the student.
- c. Clinical Coordinator will develop and implement a remediation plan.
- d. Student will follow remediation plan and practice of the procedure/skills in question.
- e. Remediation will require application of skills in laboratory setting prior to re-evaluating as terminal clinical competency.

7. Invalidation of Initial, Continual, or Terminal Competency

Students are accountable for performance of examinations under indirect supervision. In situations where an examination is performed improperly (i.e. wrong marker, wrong patient, wrong body part,) or incompetently, the student will be removed from indirect supervision.

- a. Signature examinations and competency in procedure in question will be invalidated and removed from student record in Trajecsys.
- b. Completion of counseling or disciplinary action must be completed by the Clinical Coordinator and discussed with student.
- c. Clinical Coordinator will develop and implement a remediation plan.
- d. Student will follow remediation plan and practice of the procedure/skills in question.
- e. Remediation will require application of skills in laboratory setting prior to re-evaluating clinical competency.

Clinical probation

Students who do not meet or fall below the clinical benchmark goals and/or demonstrate poor clinical progression will be placed on clinical probation.

- Student shall meet with Clinical Coordinator and/or Program Director to devise a plan of improvement and progress will be monitored throughout following semester.
- The Clinical Preceptor(s) will be informed of action plan and work with student toward improving progress toward clinical benchmark goals.
- Student shall report back to Clinical Coordinator with biweekly progress updates.
- Failure to meet goals set in plan of improvement will result in dismissal from the program.

Student will be placed on Clinical Probation (and follow action plan steps above)

Students are required to pass each clinical course with a minimum grade of 80%. However, failure to make adequate clinical progress, by not meeting clinical progress requirements in two (2) semesters, will result in dismissal from the program regardless of the clinical grade.

General Patient Care Competencies

The clinical competency requirements include the nine (9) general patient care activities listed below. Performance of these competencies is included with didactic instruction during Patient Care I & Patient Care II.

Requirement: Students must demonstrate competence in patient care activities listed below. The activities can be performed on patients; however, simulation is acceptable. (Students are not permitted to perform Venipuncture on patients at Shore Medical Center)

<u>General Patient Care Competency</u>	
Transfer of Patient	Vital Signs – Pulse, Respiration and Pulse Oximetry
Care of Patient Medical Equipment	Sterile & Medical Aseptic Technique
Vital Signs – Blood Pressure	Venipuncture*
Vital Signs - Temperature	*simulation

Repeat Image Policy

If a student needs to repeat an image it must be performed under the **direct supervision** of a staff technologist.

- If the repeat image is unsatisfactory on the second attempt, **then the staff technologist must** repeat the image. Students are not permitted to repeat images without direct supervision.

Electronic Device Policy - Clinical

All mobile phones and other electronic equipment (i.e. Smartwatch, mobile devices) are prohibited for personal use in the clinical environment.

- The use of personally-owned electronic devices is prohibited during clinical hours due to the distractions and disruption of regular work routines.
- All devices should be stored in a locker room or safe area and can only be used before starting clinical, at lunch and after dismissal.
- Students must adhere to the **Social Media Policy** in regard to their electronic devices.
- Student observed using their electronic devices in work areas:
 1. 1st offense – written warning
 2. 2nd offense – sent home, clinical time must be made up
 3. 3rd offense – dismissal from program

Transportation Policy

Transportation to and from assigned clinical education settings and classes is the student's responsibility and the school does not assume responsibility for costs associated with travel.

- Students are **expected to travel up to 55 miles** from their home to their clinical site. Any incurred expenses or damages as a result of the student's use of personal transportation to and from any clinical education setting and school is regarded as the student's liability.

Chapter 5

Assessment & Evaluation

Equal Opportunity

Shore Medical Center is an equal opportunity affirmative action employer committed to a tobacco-free and drug-free environment. School recruitment will be non-discriminatory with respect to race, religion, color, national origin, age, gender, ancestry, marital status or disability, sexual orientation and gender identity.

Evaluations & Surveys

- Each semester, program faculty will assess students overall performance with a mid-semester evaluation.
- As part of JRCERT accreditation standards, students are required to evaluate courses, course instructors, clinical sites and clinical preceptors.
- Before graduation from the program, students are required to fill out a Graduate Satisfaction Survey. This same survey will be sent again as a follow-up, six months after graduation.

All evaluations completed by the students are anonymous and will be distributed by the School Coordinator.

Equipment Orientation (Room, Mobile, Surgical, CT)

The radiographic equipment orientation form aids in familiarizing students with various types of apparatus at each clinical site. It also provides students an opportunity to familiarize themselves with room locations as well as various types of fluoroscopic and mobile equipment.

- Students have the responsibility of familiarizing themselves with the imaging equipment with the aid of staff technologist or clinical preceptors.
- Students should take time to practice or simulate examination to gain confidence in equipment manipulation.
- Clinical Preceptors will evaluate student knowledge of equipment along with the 1st bimonthly clinical evaluation. (via Trajecsys)

Performance Assessment (Surgical Services, CT)

The clinical performance assessment provides the program faculty specific feedback about student performance. It is used as a tool to evaluate the overall technical, patient care, radiation protection, appearance, attitude, and examination performance of the student. This is not counted toward their clinical grade. The forms can be accessed in Trajecsys and completed by a Clinical Preceptor.

Affective and Technical Skills Evaluation

The students' affective and technical skills will be evaluated bimonthly by a Clinical Preceptor during their clinical internship rotation. The Affective and Technical Skills Evaluation is used to assess the student's level of performance as they rotate through the clinical areas.

- The Clinical Preceptor will be responsible for completing the Evaluation via Trajecsys.
- The Clinical Coordinator will evaluate student's clinical competency progress and validate the evaluation.

- Once validated, students are required to review their evaluation

Clinical Competency Evaluation

This tool is used to document Lab, Initial, Recheck, Continual, Terminal and Simulated exams. The Clinical Preceptor will fill out the competency via Trajecsyst when a student makes a request to perform a competency exam. Before the student begins the competency the Clinical Preceptor must verify the student has the appropriate experience documented on their signature log.

Surgical Competency Evaluation

This evaluation is specifically designed to assess the skills of student radiographer performing exams in the operating room. The evaluation is available via Trajecsyst and completed by the Clinical Preceptor.

CT Competency Evaluation (Optional)

This evaluation is specifically designed to assess the skills of a student radiographer performing optional computed tomography exams. The evaluation is available via Trajecsyst and completed by the Clinical Preceptor.

Chapter 6

Health & Welfare

Counseling Services

Atlantic Cape Community College offers counseling services for personal, academic and career counseling. In the 5th semester of the program a professional development and employability skills workshop will be scheduled and lead by career counselors at the Cape May Campus. More information is available through the college [HERE](#).

Mutual Consent Relationships

Shore Medical Center, School of Radiologic Technology acknowledges its responsibility to provide clear direction to the school/medical center community about the professional risks associated with consensual amorous and or sexual relationships in which a definite power differential between the parties exists.

Inasmuch as the school is committed to fostering the development of learning and work environments characterized by professional and ethical behavior and free of discriminatory behavior, consensual relationships between faculty and student or clinical preceptor and student are discouraged.

The school recognizes that it cannot regulate such personal decisions, but views them as reason for concern because of the possibility of abuse of power and conflict of interest that may arise in connection with consensual relationships.

Off-Duty Presence on Medical Center Premises

Students are to be in clinical education settings only when assigned for their student internship unless they are visiting a patient or attending an authorized function. Students who are visiting a patient must follow the normal visitation process

Radiation Protection Policy

Radiation protection for oneself and for the patient is a major responsibility of a student radiographer. A personal monitoring device will be distributed and must be worn by each student during laboratory didactic training and when at clinical education settings.

- Any student who reports to a clinical education setting or lab without their monitoring device will be sent home to retrieve their dosimeter and documented in Canvas as lateness.

A record of radiation received is maintained in the School Office and is reviewed and signed by each student quarterly. Loss, damage, inadvertent exposure to a radiation source must be reported to the Clinical Coordinator immediately.

Reports are reviewed quarterly by the Radiation Safety Officer and forwarded to the Clinical Coordinator – exposure limits for the program **1.5 mSv**.

In the event that the student accumulates exposure levels that exceed 1.5 mSv, (quarterly) (N.J.A.C.7:28-6-1) the Program Director, in conjunction with the Clinical Coordinator and Radiation Safety Officer will investigate the cause of the exposure and develop recommendations to prevent future recurrence of exposure. A copy of this report will go to the Medical Center's Radiation Safety

Committee for discussion and a copy will be put in the student's file. This investigation report will be completed within 30 days of the school's receipt of notification of the exposure and a copy of the report will be sent to the Department of Environmental Protection.

If the Radiation Safety Officer recommends the student be removed or reassigned from the clinical setting due to exceeding dose limits- missed clinical time must be made-up.

Post-graduation: Within 90 days from graduation from the program, the School Coordinator will provide each student with a complete record of the student's radiation exposure history.

- **Please Note:** Violation of the Radiation Protection Policy could delay or prevent a student from graduating. All clinical obligations must be completed within 30 days of graduation or the student will be dismissed from the program.

Radiation protection of students during mobile radiographic examinations:

According to N.J.A.C. 7:28-15.9(a), no person shall operate x-ray equipment unless persons who are present in the room during the x-ray exposure wear a protective apron. This would include licensed technologists who by way of their scope of practice at N.J.A.C. 7:28-19.4(a) li, shall exercise proper principles of radiation protection with regard to the radiological examination.

With policy in mind, **failure to wear protective aprons during mobile imaging procedures is violation of State Law in NJ and also a violation of the ARRT Standard of Ethics.** This is a serious offense and will be considered a breach of School Policy. Students will be counseled accordingly and possible termination from the program may result.

MRI Safety

During the 1st semester, the program will provide students with information on MRI safety protocols as they pertain to working in the clinical environment. Students are expected/required to complete an MRI safety questionnaire that specifies the possible risk to the individual if they should enter an MRI environment. The completed questionnaire will be placed in the student's file. The form will be made available to clinical site upon request.

Pregnancy Policy

A student has the legal right to declare pregnancy at any time during the term of the pregnancy. This means that the student has voluntarily informed the Program Director, in writing, of the pregnancy and the estimated date of conception. The student will sign a declaration of pregnancy form and this will be stored in the student's personal records. The declaration remains in effect until the declared pregnant student withdraws the declaration in writing or is no longer pregnant. Upon request, student may meet with a Radiation Safety Officer.

Shore Medical Center School of Radiologic Technology Program endorses the Policy set forth by the New Jersey Radiologic Technology Board of Examiners regarding declared pregnant students enrolled in an accredited Radiologic Technology program, which states the following:

- Shore Medical Center will not discriminate against declared pregnant students and will allow the student to continue in all clinical internships provided by the program.
- No declared pregnant student should receive a radiation dose of more than **5.0 mSv** during the nine month gestation period.

- The pregnant student shall wear whole body radiation dosimeters when in the vicinity of radiation producing machines. A monthly personnel radiation monitoring device will be issued. This device must be worn at the student's waist and will be considered the initial estimated dose received by the embryo-fetus.
- The relative risk to the embryo and/or fetus from x-rays will be thoroughly explained to all students prior to actual operation of x-ray machines.
- Adequate controls and monitoring will be instituted to limit the dose to all students to as low as reasonably achievable. NCRP Report #116 recommends a monthly equivalent dose limit of **0.5 mSv** to the embryo-fetus (excluding medical and natural background radiation) once the pregnancy is known.
- The Program Director and the Radiation Safety Officer will review student radiation exposure reports to assure compliance with the above dose limit.
- Within seven (7) calendar days of the school's receipt of a radiation dosimetry report, the school shall inform the pregnant student of their most recent exposure reading. If the deep dose equivalent in any month is 0.5 mSv or higher the school and the student will consult with the radiation safety officer.
- A copy of the report of the consultation provided will be submitted to the Board of X-ray Compliance, if required, including any recommendations assignment modifications and the student's exposure history within 21 calendar days of the school's receipt of the radiation dosimetry report.
- If the student chooses to request a leave of absence, options for successful completion of the program will be discussed with the Program Director.
- All requirements for graduation from the Program must be completed. This may delay graduation pending time missed and successful completion of didactic courses and clinical competencies. To allow for the student to complete the Program and graduate in their scheduled year, all mandatory graduation requirements must be completed no later than one (1) month after their classes' scheduled graduation date.

Radiography instructions for the pregnant student:

The goal of the program is to review each case individually and to allow the student to make an informed decision based on their individual needs and preferences, within reason.

Completion of the program is the main objective if the student desires to complete their education. It is both the procedure and practice of this program to educate students in radiation protection. The school will not assume liability for congenital abnormalities or functional disorders in the fetus during the event of pregnancy.

- The student will have the option to delay rotations until the birth of the child, but all rotations that were delayed must be re-scheduled and completed before graduation.
- Any declared pregnant student obtaining their annual dose equivalent limit will be placed on a clinical education leave for the duration of their pregnancy.

- The didactic attendance policy will be in effect pre and post-partum. In situations where didactic attendance is medically contraindicated, a note from physician is needed and LOA procedures will be followed (Ch.1)
- The student must resume clinical assignments no later than eight weeks after delivery. Any student wishing to take more than eight weeks after delivery must obtain approval from the Program Director.

Health & Safety

During the first few weeks of the program and before the student is in the clinical environment, the student receives didactic training related to radiation safety practices and procedures. Prior to going to any other clinical imaging area that may involve the use of radiation, such as Nuclear Medicine or electromagnetic fields as in MRI, the student will receive appropriate training relative to the health and safety practices in those areas as well.

All students attend the formal Shore Medical Center Orientation sessions which include but are not limited to:

- Maintaining an environment of care
 - Emergency codes
 - Material Safety Data Sheet (MSDS)
 - Hazardous waste
 - Safety fire prevention
 - Security and violence in the workplace
 - Radiation MRI & Laser Safety
- Health Information Privacy and Portability Act (HIPPA)
- Back Safety
- Infection control and prevention
- Standard and transmission based precautions
- The Joint Commission (TJC) patient safety goals
- Cardiopulmonary Resuscitation (CPR)
- Spirit of Shore
- HCAHPS
- Communication for Caregiver

Vaccinations and testing

Most state and federal mandated testing and vaccinations are offered and administered to students by the Employee Health Office at Shore Medical Center. Covid19 immunizations can be obtained at a retail pharmacy. The annual requirement includes influenza vaccination, fit-testing for N-95 respirators and PPD testing.

If during the course of the program, the government or clinical site implements a new mandate or changes their immunization policy, students will be expected to comply with said changes. If applicable, a student may apply for an exemption. If the exemption is approved with stipulations, the student must comply with all said stipulations. If a student declines a mandated vaccination and their submitted exemption is not approved, the student will be suspended from clinical until in compliance. As our attendance policy states – excessive absence, which includes suspensions will put the student at risk of program dismissal.

Education

All students must complete yearly Required Regulatory Education (RRE) via the Net Learning educational portal located on the Shore Medical Center website. Students who fail to comply, will not be permitted in the clinical setting until modules are completed. PTO will be used for missed days. Any additional missed clinical time must be made up at the end of the semester.

Health Policy

All students are required to have health insurance while participating in the program. A copy of the front and back of insurance will be accepted as proof of healthcare coverage and must be turned in at the beginning of each semester.

Any student injured while engaged in educational activities, exposed to a communicable disease in the patient care setting or becomes sensitized to latex products during training should seek treatment at Shore Medical Center or nearby healthcare facility utilizing student personal healthcare insurance. Students are advised to do the following:

1. Report event or injury immediately to a Clinical Preceptor (at the clinical site) and the Clinical Coordinator or Program Director.
2. Report to an Emergency Department for immediate treatment (if necessary).
3. Fill out a report of work related injury form in compliance with clinical site.
4. Report to the Program Director concerning the outcome of the treatment and a date to resume normal activities.

Students should contact their primary care physician for follow-up treatment for physical injury and must provide the school with a doctor's note indicating clearance to return to clinical.

If a student sustains an injury outside of school (hospital and clinical), and that injury has the potential to impact that student's ability to fully function in the clinical setting, then the student is obligated to inform the Clinical Coordinator prior to going to clinic and if necessary, medical clearance by a physician.

Communicable Disease Policy

A significant part of a radiology student's education is in a clinical setting with direct patient contact. Students should be aware that while infection control processes are in place, there is an inherent risk of exposure to communicable disease. Students will be expected to read and sign Clinical Education Inherent Risk Acknowledgment Form.

If a student suspects or is diagnosed with a communicable disease, the student must inform the Program Director as soon as possible. The Program Director will then contact the Employee Health Services and Infection Control Nurse for a decision regarding the student's ability to continue patient contact. The student may not participate in clinical without clearance from their physician and medical center officials.

The student will be able to resume clinical education only with a physician's written verification of improved health. Depending on the time missed, the student will be required to take a leave of absence or will receive an "I" grade until semester goals are completed.

If a student is notified by a member of Shore Medical Center's infection control personnel that they have come into contact with a communicable disease from a Shore Medical Center patient, the student will have proper testing in employee health, free of charge. If the testing proves positive,

treatment will be scheduled through the employee health office. When treatment is not completed through the employee health office, the student will be responsible for all charges associated with the treatment.

Infection Control Policy

Students are expected to be in good health when in class or clinical. Students must self-evaluate their health status on a daily basis. If a student suspects a COVID infection, they are to contact Employee Health at the COVID19 Hotline (609) 653-3525 and inform the Clinical Coordinator and Program Director, via Slack.

Students shall not attend clinical or in-person class if any of the following symptoms are present:

- Fever (temperature above 100.4 F)
- Cough, congestion, shortness of breath/difficulty breathing, or any type of respiratory infection
- Sore throat
- Headache
- Loss of sense of smell and/or taste
- Gastrointestinal symptoms such as vomiting or diarrhea [of more than 24 hours duration]
- Skin rash
- Conjunctivitis

Students who are experiencing symptoms should seek medical care and notify the Program faculty. A physician's note will be required prior to resuming clinical duty for absences 3 days or more.

Confirmed SARS COVID19 infections are subject to isolation or quarantine based on physician direction or employee health guidelines. Students are to contact Employee Health at the COVID19 Hotline (609) 653-3525 if they are in close contact with* anyone with suspected COVID19, have symptoms, tested positive or pending results. *Close contact means a household member or someone that the student has had a prolonged exposure of less than six feet, without PPE or COVID vaccination.

Students will maintain good personal hygiene habits:

Hand-washing

Students will wash their hands with soap, running water and friction when:

- Entering and leaving work
- After using the bathroom
- Before eating
- Before and after patient contact
- Before and after wearing personal protection devices, i.e. gloves

Standard and Transmission-based Precautions:

The CDC promotes adherence to standard and transmission based precautions during procedures that may require the contact with blood, body fluids, secretions, excretions, mucous membranes and non-intact skin. Students receive basic information about infection control procedures during Shore Medical Center orientation and Infection Control education that is part of the radiography curriculum.

Strike Contingency Plan

The following is a list of provisions that would be made in the event of a labor dispute, strike or work stoppage occurring at Shore Medical Center and any of its affiliates that would be impacted:

According to the *policy* of the Joint Review Committee on Education in Radiologic Technology (JRCERT) Fair Practices Standards in Education, Section 10.901, the protection of the health and safety of students, patients and faculty must be maintained. The *procedure* to be followed requires the program to notify the JRCERT in the event of, or any potential for, a strike or work stoppage involving a sponsor or clinical education setting, to ensure the safety, welfare and non-exploitation of students.

In the event of a strike, the School will notify each student via Slack.

If a student chooses to not cross a picket line, the School will respect that, however the student will be responsible for any time lost and any classes/clinical missed.

The School will provide each student with a large placard indicating student status to demonstrate that they are *not* paid employees of the organization and that can be used as they enter the facility.

If necessary, the students will be accompanied by a faculty member or security personnel as they enter the building to assist in ensuring their safety.

Classes/clinical will be held as scheduled and disrupted only if there are circumstances that directly involve patient care that would require assistance by the students and not able to be managed by other employees of the hospital.

COVID Contingency Plan

In response to the COVID-19 pandemic or any future pandemics, the following recommendations for social distancing and infection control are to be adhered to by faculty, staff, and students participating in on-campus/in-person radiography instruction and during clinical rotations.

Each student will complete:

1. Clinical Education Inherent Risk Acknowledgement
2. Infection control & SARS COVID19 training module and assessment (Canvas)
3. A daily self-screening to attest to health status in Trajecsys prior to arriving at class and clinical by 7:30 am.

Consequences for violations to pandemic policy/procedures will be subject to disciplinary action as outline in Student Handbook.

Clinical Rotations

Students must conform to the COVID19 precautions requirement at their clinical site, this includes (but not limited to) proof of immunization, daily screening protocol, wearing PPE while in clinical affiliate building and room cleaning guidelines.

Classroom Instruction – Standard and Alternative Plan (In-person and Virtual)

Standard Plan:

- All students will attend classes in person. (See Class/Clinical impact)
- Students must wear approved facial covering over mouth and nose at all times.
- A three foot distance must be maintained between desks to ensure adequate social distancing.

Alternative Plan:

- Students will be assigned to a group of up to 9 and will rotate in-person* bi-weekly. (Green Team & Yellow Team)
- All testing will be in person. Test times will be adjusted to allow for travel before class will begin.
- Students must wear approved facial covering over mouth and nose at all times.
- A six foot distance must be maintained between desks to ensure adequate social distancing
- Didactic clinical laboratory sessions will be scheduled in-person

Laboratory Spaces at Shore Medical Center

The radiography rooms at Shore Medical Center will continue to be utilized for laboratory assessment. A schedule of laboratory assignments will be provided by Clinical Coordinator and/or Clinical Preceptor. Students must obtain clearance from program personnel prior to practicing in radiography room for labs.

Laboratory start times and exit times for lab spaces will be staggered so that only less than 10 students will be arriving and leaving at any given time. Students are to arrive on time for lab, and exit radiography when time is up and return to the classroom.

Student Movement and Monitoring while on campus of Shore Medical Center

To support social distancing, students are asked not to cluster or congregate in/around the restrooms, radiology break room, patient care simulation room and cafeteria. Please not to wander in the halls. During breaks time, students can use the radiography break room and/or Radiology Conference is not in use. Arrangement may be made ahead of time for coffee cart. After a test, students are to remain in their seats until everyone is dismissed.

Infection Control

Hand sanitizer, masks, and gloves will be required for participation in the labs. If a lab experience requires, additional forms of PPE will be available for use. Students showing signs and symptoms of illness may need isolation or quarantine based on NJ Health Guidelines (See Student Handbook, Health & Welfare Policy).

Scheduling of Laboratories

Laboratory practice will be available Monday – Friday. Skill labs will occur during the day or at approved clinical sites. Cleansing of equipment between groups of students must be completed by group exiting.

Scheduling of Labs Space

- Work in groups of 2 to 4 students
- Wearing approved face covering at all times when in the building/hospital
- 10 minute wait (dry time) between scheduled labs
- Cleaning protocol

Procedure guidelines for the Radiologic Technology Program for virtual classroom

Resources needed

1. Internet connection
2. Computer, laptop or mobile device with audio and webcam
3. Mobile phone for web-based resources (i.e. Kahoot)
4. Headphone with microphone is mandatory
5. Quiet area with limited distractions

Virtual Classroom Etiquette

- Virtual classroom should be treated like traditional classroom, set up in a distraction free environment and be actively involved in class
- One device is needed for virtual class and mobile phone may be used for web-based games. Students using mobile devices for activities unrelated to classwork during virtual class may be asked to leave and incur an absence for the day.
- Student faces should be seen from mid-chest up with adequate light to distinguish features and surrounding desk area. Reduce light from window to reduce glare
- Headphone with microphone is mandatory for adequate communication
- Raise hand to ask questions
- Respond to poll questions or chat questions promptly
- Mute your microphone unless instructed to do otherwise
- Note taking is encouraged rather than annotation on pdf slides

Testing under Quarantine restrictions

Students who were directed by their healthcare provide to self-quarantine must contact instructor for testing instructions. Examples of test instructions include but are not limited to:

- Make-up test upon return
- A research paper or lab assignment
- Proficiency test on missed material

Travel Policy

In order to prevent the spread of the variant Covid-19 strains, all students should follow COVID precautions, when at home and when traveling.

The school will indefinitely follow CDC and hospital guidelines as it pertains to travel.

Class/Clinical Impact:

Any clinical time missed due to a COVID related quarantine/illness will be expected to be made up at the earliest opportunity. There will be no grade penalty assessed.

*If a student is quarantined and cannot attend in-person class, they are encouraged to attend virtually, via Zoom. There is no direct grade penalty for missing class. Students are responsible for all class material and any tests missed will be administered upon return.

Failure to follow the above instructions will be considered a violation to the fitness for duty policy and is subject to disciplinary action.

Chapter 7

Program Completion & Professional Organizations

Graduation Policy

A student is eligible for graduation from Shore Medical Center School of Radiologic Technology and is registry eligible when the following have been met:

- Successful completion of all didactic courses as certified by program faculty.
- Successful completion of all clinical competencies and seminars as certified by program faculty.
- Successful completion of all signature exams, mandatory, elective initial, recheck, continual, and terminal clinical competency requirements as certified by program faculty.
- Successful completion of all patient care competencies as certified by the program faculty.
- Successful completion of a simulated registry exam with a score of minimum score of 80%.
- Student has participated in six (6) community service and/or professional development activities and completion of professional portfolio.
- Student has satisfied all financial obligations to Shore Medical Center, School of Radiologic Technology and Atlantic Cape Community College.

Atlantic Cape Community College degree-seeking students:

- Must complete general education requirements for Associates in Applied Science.

The Shore Medical Center School of Radiologic Technology will award a Certificate of Program Completion only after student has completed all requirements of the Program.

- The privilege of participation in graduation ceremonies for students who have not met their obligations is at the discretion of the Program Director and Shore Medical Center Administration. Students are at risk of not receiving their certificate and will not be signed off to take the ARRT certification exam. Students are extended 30 days from graduation to meet their obligations; otherwise they will be dismissed from the program and ineligible to take the ARRT certification exam.

Community Service & Professional Development Policy

Community service and professional development encourages student radiographers to interact with their local, state and national communities. Students are required to submit verification of activity via Canvas. Each student will participate in 6 community service and/or professional development activities.

Examples of community service activities would include: participation in Red Cross Blood Drive, American Heart Association Heart Walk and American Cancer Society Breast Cancer Walk.

Professional development could include completion of ASRT research article, attendance at Career Day sponsored by NJERI, and/or NJSRT Conference and Student Bee.

It is recommended that Community service and professional development be completed by **May 1st of the 2nd year**. Submission after this date may delay sign-off for ARRT exam and/or receipt of certificate.

ARRT (National) Certification

After successful completion of the academic and clinical portions of the program, graduates are candidates for the American Registry of Radiologic Technologists (ARRT) Radiography Certification Examination. Successful completion of the certification examination confers on the graduate the right to use the title "Registered Technologist" and the abbreviation "R.T". Individuals registered by the ARRT may use the following designation, RT(R) after their name.

General Guidelines for Certification Applications

The application may be mailed up to three (3) months in advance of the date of anticipated completion of the educational program. The ARRT examinations are administered by Pearson VUE, the electronic testing business of Pearson Education. Candidates who submit applications early have an easier time scheduling a preferred testing appointment.

Shore Medical Center School of Radiologic Technology requires **all violations and/or convictions**, to be evaluated by the American Registry of Radiologic Technologists (ARRT) Ethics Committee **before applying** to the radiology school.

The ARRT investigates all potential violations in order to determine eligibility. A pre-application review form may be downloaded from the "Ethics" section of the [ARRT](#) website or by requesting a copy by phoning (651) 687-0048, extension 580.

What to report:

Criminal proceedings including:

- Misdemeanor charges and convictions
- Felony charges and convictions
- Military court-martials; and/or
- Disciplinary actions taken by a state or federal regulatory authority or certification board

*Do not report traffic citations **unless** they involved **alcohol** or **drug** use.

Once ethics eligibility is established, the candidate can proceed with the application process. Applicant **must** submit a copy of the letter sent to the ARRT explaining the incident, and a copy of the ARRT response with their application and admission documents in order to be considered for the current admission period.

In addition, prospective candidates for the school may be prevented from obtaining a State license. Candidates who have any concerns regarding their eligibility for a New Jersey state license are advised to contact the New Jersey Department of Environmental Protection Bureau of X-ray Compliance by phoning (609) 984-5890.

Please note, clearance by the ARRT Ethics Committee and/or the NJDEP Bureau of X-ray Compliance does not guarantee program acceptance.

Any violations incurred while enrolled in the program must be reported to the Program Director **immediately**. Failure to report this information will result in dismissal from the program.

State of New Jersey Licensure

Upon successful completion of the ARRT certification examination, newly certified technologists must apply to the State of New Jersey for a license. Initial applications are available online. Students are to mail their application to the New Jersey Department of Environmental Protection, Bureau of X-ray Compliance.

Maintaining Certification

Once ARRT certification is achieved, R.T.'s must renew certification and registration every year along with:

- Completion of 24 Continuing Education Units (CEU) biannually.
- Continuing Qualification Requirements (CQR) every 10 years

Awards

DiOrio Community Service Award

This award is presented at graduation to a student in recognition of their dedication to volunteerism within the community.

Outstanding Academic Achievement Award

This award is presented at graduation to the student achieving the highest overall GPA at the end of the 21-month program.

Outstanding Clinical Performance Award

This award is presented at graduation to a student who has outstanding clinical performance based on their clinical grade, attendance and evaluated by program officials and Clinical Preceptors based on the following criteria

- Displayed high level of clinical competence
- Demonstrated excellent patient care skills
- Exhibited strong communication skills
- Consistently displayed a high level of teamwork

Star Student Award

This award is given to students during the program who demonstrate outstanding performance while in the clinical environment.

JRCERT Complaint Resolution Policy

PURPOSE: To assure timely resolutions and appropriate actions of complaints regarding allegations of non-compliance with the JRCERT standards.

Any concerns or questions regarding Shore Medical Center School of Radiologic Technology's compliance with a Standard may be discussed with the Program Director. The JRCERT or NJ Department of Environmental Protection may be contacted directly at the following addresses:

Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-2901 (312) 704-5300. [JRCERT Email](#)

New Jersey Department of Environmental Protection, Bureau of X-ray Compliance, CN 415, Trenton, NJ 08625 (609) 984-5890

PROCEDURE: Concerns regarding the program's compliance with a JRCERT Standard should be addressed in the following manner:

1. Submit, in writing, a description of the compliance issue to any program official. The Standard in question must be identified in this written documentation. Any program official receiving this documentation must, within one day, provide the information to the Program Director.
2. Program officials will investigate the complaint. The JRCERT will be contacted by program officials to assure accuracy of the School's interpretation of the Standard involved. If contacting the JRCERT delays the process, written notification of the delay will be provided to the concerned individual by the Program Director.
3. The Program Director will submit a written response to the concerned individual within 10 days of receiving the description of the compliance issue. The response will include any corrective action and/or changes the program will undergo to become compliant with the Standard if corrective action is deemed necessary. The timeframe of any changes will be identified in this response.

The program officials will maintain a record of any non-compliance issues. This will include the complaint, actions taken and the dates of changes.

Professional Societies

Students will become members of professional societies and membership fees are part of program technical fees.

AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS (ASRT)

The American Society of Radiologic Technologists

15000 Central Avenue SE

Albuquerque, New Mexico 87123-9985

(505) 298-4500

[ASRT Website](#)

NEW JERSEY SOCIETY OF RADIOLOGIC TECHNOLOGISTS (NJSRT)

To support the student's development of professional attitudes and prepare them for active participation in professional societies, students will become members of the New Jersey Society of Radiologic Technologists (NJSRT) and participate in the student bee during their senior year of the program. Applications will be provided by the Program Director. Continuation of membership after graduation is highly encouraged.