School of Radiologic Technology

Student Handbook

SHORE MEDICAL CENTER

School of Radiologic Technology

Student Handbook

2011 – 2012

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.

TABLE OF CONTENTS

APPENDIX

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 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 uses sensitivity 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 School of Radiologic Technology is a two year certificate program, sponsored by Shore Medical Center, that provides the academic (didactic) classes and clinical internships needed to meet ARRT certification requirements and to successfully pass the national registry.

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

MISSION STATEMENT

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

GOALS OF THE PROGRAM

- Provide the healthcare community with competent certified entry-level Radiologic Technologists.
- Provide the healthcare community with graduates who demonstrate the skill and knowledge to produce optimal radiographic images.

- Provide the healthcare community with graduates who have the ability to communicate effectively and provide high quality patient care in the healthcare environment.

- Provide the healthcare community with graduates who exercise radiation protection towards the patient, the healthcare team and the general public.

PROGRAM ACCREDITING AGENCIES

Shore Medical Center School of Radiologic Technology is accredited by both the Joint Review Committee on Education in Radiologic Technology and New Jersey State Board of Examiners. The standards for an accredited educational program in radiologic sciences can be found online at the following web address: http://www.jrcert.org/acc_standards.html

JRCERT
20 North Wacker Drive
Suite 2850
Chicago, Illinois 60606-3182
(312) 704-5300
www.jrcert.org

NJDEP
Bureau of X-ray Compliance
25 Artic Parkway
Trenton, NJ 08638
(609) 984-5890
www.state.nj.us/dep/rrp/index.htm

Accreditation of an educational program offers value to each of the following groups:

STUDENTS: Accreditation of an educational program provides students, as graduates, assurance that the educational program will provide them with the requisite knowledge, skills, and values to competently perform the range of professional responsibilities expected by potential employers nationwide. It also assures they will be eligible for licensure in each of the 50 states. By requiring programs to teach the entire curriculum developed by the professional society, the American Society of Radiologic Technology, it also assures students they will have the foundation to continue to develop as professionals in the various fields of the radiation sciences.

PATIENTS: Accreditation of educational programs assures patients that students who perform procedures have appropriate supervision during the educational process. It also assures them that graduates will have met the minimum level of competency as defined nationally by the profession.

EDUCATORS: Through the process of programmatic accreditation, educators are assured that their educational programs are keeping pace with the profession and with standards developed through national consensus.

PROFESSION: The profession is assured, through programmatic accreditation, that educational programs in the field are providing consistent minimum education in the profession as the profession itself has defined it. *Source: www. JRCERT.org*

CRIMINAL BACKGROUND REVIEW

A criminal background review will be performed to verify if a student has any past 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 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. If it is found that the student falsified any statement on their admission application regarding a felony/misdemeanor they will be dismissed from the program.

Prospective students who have a past conviction of a misdemeanor/felony must undergo an ethics review conducted by the American Registry of Radiologic Technologists (ARRT) **before applying** to the radiology program. Please note, clearance by the ARRT Ethics Committee does not guarantee program acceptance. A pre-application review form may be downloaded from the "Ethics" section of the www.arrt.org website or by requesting a copy by phoning (651) 687-0048, extension 580.

NATIONAL CERTIFICATION AND STATE LICENSURE

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 after their name: R.T. (R) (ARRT).

The ARRT application for certification asks: “Have you ever been convicted of a misdemeanor or felony?” Anyone who answers “Yes” must provide a detailed explanation and official court documentation of the charges including the nature of the conviction, the sentence imposed by the courts, and the current status of the sentence. The ARRT investigates all potential violations in order to determine eligibility.

Shore Medical Center School of Radiologic Technology requires all misdemeanors or felonies to be evaluated by the ARRT Ethics Committee **before** application to the school. Once ethics eligibility is established, the candidate can proceed with application. Please note, clearance by the ARRT Ethics Committee does not guarantee program acceptance. Any felony or misdemeanor 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.

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.

If a candidate is concerned about whether his/her conviction record will affect eligibility, a pre-application review form may be downloaded from the "Ethics" section of www.arrt.org web site or by requesting a copy by phoning (651) 687-0048, extension 580. Candidates who anticipate graduating within six months should use the Application for Certification. Once ethics eligibility is established, the candidate can proceed with application.

Upon successful completion of the ARRT certification examination, newly certified technologist must apply to the State of New Jersey for a license. Initial applications are available online. Students may make an appointment submit their documentation or mail it to the Department of Environmental Protection, Bureau of X-ray Compliance.

CONTINUED QUALIFICATION CQ2011

Students who pass the ARRT certification examination will be subject to continuing qualification for their radiography certificate. Certificates awarded will be in effect for 10 years. Prior to the end of the 10 year period, the technologist will be required to demonstrate continued qualifications in order to maintain certification.

APPROXIMATE PROGRAM EXPENSES

Students will be responsible for the following expenses: ***(approx. $11,790)***

Non-refundable application fee - $75
Criminal Background Review Approximately - $50
Tuition for the two year program - $10,000
Uniforms Approximately - $200
Textbooks Approximately - $1,000
Radiographic Lead Markers - $25

Technical Fee - $200
ID Badge Fee - $20
NJSRT Membership Fee - $10
PhilaSRT Membership Fee - $10
ARRT Certification - $200
In addition to the above fees, students will be responsible for their housing and transportation costs (tolls gas, etc.)

SCHOLARSHIPS

Jan Astin Scholarship – This scholarship is made possible by the generosity of the AMI Foundation, Inc. to qualified students enrolled full-time in the Shore Medical Center, School of Radiologic Technology program. The scholarship will pay for program tuition, books and fees for two years, subject to continued eligibility. The scholarship will be awarded to one student for the two years of the program as long as the student is enrolled full-time and maintains a B average. Payment will be made for the student's first semester costs upon being awarded the scholarship and advance payment for all subsequent costs will be made only if the student has a B average at the end of each semester.

The Jerman-Cahoon Student Scholarship Entry-Level Student Scholarship – This scholarship provides scholarships for outstanding students attending entry-level radiologic science programs. Scholarships of $2,500 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 are only eligible to win this scholarship twice.

The Royce Osborn Minority Entry-Level Student Scholarship – This scholarship provides scholarships for outstanding minority students attending entry-level radiologic science programs. 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.) Applicants are only eligible to win this scholarship twice.

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. Awards will be given in the amount of $2,000 per student.

TUITION/REFUND POLICY

Tuition payment agreement options have been chosen by each student prior to acceptance. The three options are as follows: ***Option 1:*** Pay the full cost of tuition payable on the following schedule: $2,500 deposit due upon acceptance into the program and $7,500 payment due before the 2nd semester. ***Option 2:*** Flex plan will be payable on the following schedule: $2,500 deposit due upon acceptance, $2,500 payment due before the 2nd semester, $2,500 payment due before the 3rd semester and $2,500 payment due before the 4th semester. ***Option 3:*** Monthly payments may be made after the $2,500 acceptance deposit has been received. The monthly payment schedule will be $420.00 due each month for five months then $400.00 the sixth month. Students will be billed and must submit payments to the Radiology School Secretary by the due date

indicated on the invoice. Check or money order should be made payable to Shore Medical Center with Radiology School written in the memo or note section. Tuition must be paid in full before a student is eligible to graduate the program.

Students desiring to withdraw from the program must advise the school in writing. Prior to the beginning of the first semester the student will be refunded the tuition paid, less $500.00. Students attending the first semester of the program, and choosing to withdraw, are entitled to a refund of 50% of the semester tuition, less $500.00 up until the completion of the third week of the first semester. Students withdrawing from either the second, third, or fourth semester of the program are entitled to a refund of 50% of that semester's tuition up until the completion of the third week of the semester.

ACADEMIC AND CLINICAL SCHEDULE

To successfully complete the goals of the program you will participate in academic (didactic) classroom and laboratory activities and complete clinical internships.

The first six weeks of the first semester will serve as an orientation period. You will be introduced to healthcare in general and specifically to the world of Radiological Sciences. During this orientation period you will be attending classroom sessions. These hours may vary slightly depending on the material presented. After completing the orientation period, you will be assigned to a clinical education setting on Tuesdays and Thursdays and the following schedule will begin:

1st Semester	Monday, Wednesday, Friday Classroom – Lecture	9:00 a.m. to 4:00 p.m.
	Tuesday, Thursday Clinical Internship	8:00 a.m. to 4:00 p.m.
2nd Semester	Monday, Wednesday, Friday Classroom – Lecture	9:00 a.m. to 4:00 p.m.
	Tuesday, Thursday Clinical Internship	8:00 a.m. to 4:00 p.m.
3rd Semester	Tuesday, Thursday Classroom – Lecture	9:00 a.m. to 4:00 p.m.
	Monday, Wednesday, Friday Clinical Internship	8:00 a.m. to 4:00 p.m.
4th Semester	Tuesday, Thursday Classroom – Lecture	9:00 a.m. to 4:00 p.m.
	Monday, Wednesday, Friday Clinical Internship	8:00 a.m. to 4:00 p.m.

ACADEMIC CALENDAR 2011-2013

FIRST AND THIRD SEMESTER: July – December (2011)

Independence Day (School Closed)	July 4, 2011
Summer Break	July 4-15, 2011
First and Third Semester Begin	July 18, 2011
Labor Day (School Closed)	September 5, 2011
Thanksgiving (School Closed)	November 24-25, 2011
End of First and Third Semester	December 22, 2011
Winter Break	December 23, 2011 – January 1, 2012

SECOND AND FOURTH SEMESTER: January – June (2012)

Second and Fourth Semester Begin	January 2, 2012
President's Day (School Closed)	February 20, 2012
Good Friday (School Closed)	April 6, 2012
Spring Break	April 23-27, 2012
Memorial Day (School Closed)	May 28, 2012
Graduation Day	June 21, 2012 (tentative)
End of Second and Fourth Semester	June 29, 2012

FIRST AND THIRD SEMESTER: July – December (2012)

Independence Day (School Closed)	July 4, 2012
Summer Break	July 2-13, 2012
First and Third Semester Begin	July 16, 2012
Labor Day (School Closed)	September 3, 2012
Thanksgiving (School Closed)	November 22-23, 2012
End of First and Third Semester	December 21, 2012
Winter Break	December 24, 2012 – January 1, 2013

SECOND AND FOURTH SEMESTER: January – June (2013)

Second and Fourth Semester Begin	January 2, 2013
President's Day (School Closed)	February 18, 2013
Good Friday (School Closed)	March 29, 2013
Spring Break	April 22-26, 2013
Memorial Day (School Closed)	May 27, 2013
Graduation Day	June 20, 2013 (tentative)
End of Second and Fourth Semester	June 28, 2013

DRESS CODE

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 - Silver scrub shirt & black scrub pants** – ***Must*** be **Landau** uniform company ***only***. Any shirt worn under uniform ***must*** be ***silver*** or ***black*** only.

- **Shoes *must* be all Black, all Silver or Black & Silver**. ***No color*** or ***white*** on shoes, black and/or silver only. Open shoes, shoes with holes and/or sandals are not permissible. Socks must be worn with the uniform and must also be silver or black. Shoes must be kept clean.

- **Uniform must be clean and pressed**. All undergarments must be appropriate to the uniform and not visible.

- **White lab coat** must be worn when students leave the radiology department or classroom. Identification of student status must be visible. No vests or sweaters are permitted.
- **Name tag** must be worn on the **left upper front** of scrub shirt or lab jacket.

- **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 at the *level of the collar* and *outside* lead apparel.

- **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** in visible areas must be covered.

- **Hair** that is shoulder length or longer must be pulled back at all times, 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. Artificial nails are **not** permitted by medical center policy. Clear or light color nail polish is acceptable, bright color nail polish is not acceptable.

Students who fail to comply with the uniform dress code will be counseled and sent home to dress appropriately. An occurrence of .5 may be assessed should a student not conform to the dress code policy or attend class or clinical without their ID badge.

ATTENDANCE POLICY

CLASSROOM ATTENDANCE: It is the student's responsibility to attend scheduled classes as well as complete assignments, readings and study instructors' handouts. Failure to attend class may affect grades and jeopardize progress toward completion of the program.

CLINICAL INTERNSHIP ATTENDANCE: Shore Medical Center School of Radiologic Technology uses Competency-Based Clinical Education (CBCE) system and conforms to the categories and procedures developed by the ARRT. Therefore, clinical internship hours of the program provide students the opportunity to observe, practice, and complete the required clinical competency procedures and refine their clinical skills prior to program completion**.** Attendance at clinical internships during scheduled hours is mandatory. ***All hours from the clinical internship during a semester must be completed before the start of the next semester***. Failure to complete the semester clinical internship hours will result in a failing grade and dismissal from the program. **Students are not permitted more than 10 clinical hours per day and the total didactic and clinical involvement must not exceed more than 40 hours per week.***

OCCURRENCES:

The School understands there may be situations that require a student to be absent from class or clinical. Each student will be granted **Four (4) occurrences** of absence per semester for a total of 16 occurrences over the course of two years. An absence of more than one consecutive day is counted as one (1) occurrence. However, an absence of three **(3)** days or more ***requires a Doctor's note*** to return to school.

Every effort will be made to accommodate students and work with them for successful completion of the program; however, excessive absences will result in dismissal from the program. *Occurrences in excess of four (4) will start the disciplinary process.*

Occurrences are given in .5 and 1 increments for lateness and absences. Situations such as no ID, not swiping in/out, no call in/out, and not conforming to dress code policy, will be assessed .5 occurrences. (Students **MUST** have their **ID badge** & **dosimeter** at **all** times when in clinical areas)

Occurrences

<table>
<tr><td>0 – 4</td><td colspan="2">Within range</td></tr>
<tr><td>4.5 & over</td><td>Clinical</td><td>Class</td></tr>
<tr><td rowspan="2"></td><td>.5 occurrence = three (3) point deduction clinical grade</td><td rowspan="2">Five (5) point deduction on any missed coursework.</td></tr>
<tr><td>1 occurrence = five (5) point deduction clinical grade</td></tr>
</table>

This policy will be applied for multiple days.

Example: If a senior student calls out on Thursday and Friday any coursework given on Thursday will be carry a -5 point deduction and Friday will carry a -5 clinical grade deduction.

Employment Interview: Students will be allotted two (2) four hour absences for job interviews during the fourth semester, occurrence free. A Time Form must be filled out in advance and submitted to the Clinical Coordinator for approval.

STUDENT RESPONSIBILITIES:

In the event of absence from classroom or clinical activities, the student **must** notify the School office (609-653-3924) ***prior*** to the beginning of the day. When circumstances require absence from the clinical internship, it is the **student's responsibility to call both the clinical education setting and the School office within thirty (30) minutes before start time of the clinical internship.** Students who do not call or do not show up at their clinical site will be responsible for eight (8) hours. A deduction of one letter grade for not contacting the clinical site and/or a deduction of one letter grade for not contacting the School office will be assessed.

In the event of an anticipated lateness, (i.e., doctor appointment) the student is expected to notify both the program office and the designated person in the clinical education area. A ***Time Form*** **MUST** be filled out, signed and approved for any planned lateness, absence, time off, and/or make-up time. This form should be submitted to the Clinical Coordinator seven (7) days in advance of anticipated events. Urgent requests must be brought to the attention of the Clinical Coordinator as soon as possible.

LATENESS POLICY: Students are considered late **one minute** past the assigned arrival time. Lateness is unprofessional and irresponsible. In the event of an unanticipated lateness, the student is required to notify the School Office and/or the designated person at the clinical site prior to their assigned starting time. ****This lateness policy also applies to a student leaving class or clinical earlier than the designated time.****

BANKING OR MAKE-UP OF CLINICAL HOURS:
A **Time Form** (see Appendix H) is required for documentation of any banked or made-up clinical time. Hours are calculated in ½ hour increments. Students are required to fill out the form; sign and submit to the School Office for approval.

- *Request to Make-up or Bank Clinical time* must first be approved by the Clinical Coordinator.
- *Made-Up Time* or *Banked time* must be documented & signed by the site Clinical Instructor & the Student. If a student is considering making up time on a clinical day they are not to exceed 10 total hours at clinical. (8 hour clinical day + 2 hour make-up time = 10 hours)

Students that need to make up clinical time must do so ***prior to the end of each semester*** or the ***student will not be able to continue in the program***. *Failure to report to a clinical education setting for pre-arranged hours will result in a reduction of one full letter grade from the final clinical course grade.*

INCLEMENT WEATHER

In the event of inclement weather, students should call (609) 653-3924 at 7:00 a.m. for information about class and clinical cancellations or delays. 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.

BEREAVEMENT TIME

Students will be granted 3 consecutive days off 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 complete a Time Form. 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 seven (7) calendar days from the time of death.

There will be no occurrences assessed for bereavement time.

LEAVE OF ABSENCE / PROGRAM WITHDRAWAL

Should a student be unable to attend classes due to personal problems, family issues, health related reasons, or poor didactic performance; the student may consider a leave of absence, or,

temporarily withdraw from the program. Requests for a leave of absence should be submitted to the Program Director in writing.
The student will meet with the Program Director to discuss options available for successful completion of the program. Every effort will be made to identify a plan that will accommodate the student.

RE-ENTRY TO THE SHORE MEDICAL CENTER SCHOOL OF RADIOLOGIC TECHNOLOGY

Students desiring to re-enter the school will provide the Program Director with written notification of their intent to continue their education and meet with the Program Director to identify a plan for successful completion of the program.

- Written notification should be received sixty (60) days prior to the beginning of the semester. Students are required to submit written notification of their intent to return to the program within a year of their initial leave of absence.
- Re-entry into classes will occur at the beginning of the semester in which the class is scheduled. Upon re-entry to the program, the student will repeat all courses offered during the semester either as a listener or for a grade.
- When re-entering the clinical portion of the program, clinical competency exams previously completed will be repeated at the discretion of the Program Director.

Re-entry into the program is based on the Program Director's discretion.

CONSENSUAL 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 instructor and student or supervisor 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.

COUNSELING SERVICES

The School recognizes that a student may, at times, experience personal problems which, if ignored, often impact classroom and clinical performance. The School also recognizes the student's desire to maintain confidentiality when experiencing personal problems.

Short-term counseling services and referral services are available without cost to students through contacting the AtlantiCare Behavioral Health Employee Assistance Program (EAP). There is no problem too small or too unusual for the EAP. Simply contact EAP and an appointment can be arranged over the phone. Confidentiality is assured. No one from this institution, or school will be contacted or have knowledge of your request for help. The initial problem assessment and counseling services are free to you. Shore Medical Center will pay 100% of the cost for up to three assessments/counseling visits. If services that are not covered by insurance are necessary, your counselor will try to help minimize your cost by making referrals to the most appropriate agency. These costs will be your responsibility, but many times services are available which are based on your ability to pay. You can reach EAP at a 24 hr. hot-line 1-800-260-0808. Upon your initial phone call you must identify yourself as a Shore Medical Center School of Radiologic Technology student.

FITNESS FOR CLASS AND CLINICAL INTERNSHIP

When a faculty member or program official observes a student having performance problems or exhibiting inappropriate behavior and suspects substance abuse, or the student's inability to

function as a professional in the educational atmosphere, the faculty member or program official will:

- Observe and document the student's behavior
- Remove the student from patient contact or classroom activities
- Interview the student and request an explanation for the observed behavior
- If necessary, request the student to leave their assignment and refrain from attending any classes or clinical internship activities until making an appointment and meeting with the Program Director.
- Based on the results of meeting with the Program Director, the student may be terminated, referred for counseling and guidance, requested to apply for a leave of absence until problems are resolved, or may resume clinical or classroom activities.
- A student applying for a leave of absence will submit a written request to the Program Director.
- A student desiring to re-enter the program will follow the Re-Entry to the Shore Medical Center School of Radiologic Technology Policy.

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

- Endangering the health or safety of 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, dishonesty
- Falsifying, altering records and fraudulent statements
- Unauthorized access or release of confidential information
- Report of misdemeanor or felony charges
- Failure to pay tuition
- Failure of a didactic or clinical course
- Failure to comply with school's attendance and occurrence policy
- It is found that the personality of the student is incompatible with the requirements of healthcare givers in the care and handling of the ill
- There is a breech of personnel rules and regulations of the medical center and/or school as outlined in the student and employee handbooks.

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.

TOBACCO-FREE POLICY

Clinical education settings and their surrounding areas, parking lots included, are designated as non-smoking or smoke-free. Students are requested to refrain from smoking during classroom and clinical internship.

PROGRAM PROGRESSION AND ACADEMIC ADVISEMENT

Shore Medical Center School of Radiologic Technology places a strong emphasis on academic advisement. Students are encouraged to make appointments with their course instructor according to the Academic Remediation Policy. The Program Director and Clinical Coordinator are always available to discuss any matter important to a student's success.

- Students are required to pass all didactic courses and clinical internships each semester with a minimum grade of a "C".

- Failure to successfully complete a course will result in dismissal from the school and the student will have the option to re-enter the program at the Program Director's discretion. (Please see the Re-Entry Policy)

ACADEMIC HONESTY POLICY

Students are expected to be well motivated and to pursue learning in the educational environment. While it is understood that the student is paying tuition, it is the Program's right to dismiss any student at any time from the program when it is necessary to safeguard the program/medical center's ideals of scholarship and character, and to secure compliance with its regulations.

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, such as copying from another student's test paper, project, or computer programs.

- Academic misconduct such as changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, a test, or other official academic records of the school/medical center.

- Fabrication; inventing data or source information and listing sources in a bibliography or academic exercise.

- Plagiarism; the inclusion of someone else's works, ideas, or data as one's own work.

ACADEMIC (DIDACTIC) GRADING POLICY

Students are required to pass all classroom and clinical internships each semester with a minimum grade of a "C". Failure to successfully complete a course will result in dismissal from the program and the student will have the option to re-enter the program the next time the course is offered at the Program Director's discretion. (Please see the Re-Entry Policy) Students are evaluated on all didactic materials, which may include quizzes, tests, projects, final exams, etc.

Academic grading is as follows:

A = 93% - 100%
B = 84% - 92%
C = 75% - 83%

F = Below 75%

The following is Shore Medical Center, School of Radiologic Technology's grading interpretation:

A - Student meets the measurable objectives in an outstanding manner.
B - Student meets the measurable objectives in an above average manner.
C - Student meets the measurable objectives.
F - Student has not met the measurable objectives and must repeat the course.
L - Listener/Auditor (with approval of program director and instructor only).
I - Incomplete
O - Withdrawal with approval of program director during the refund period.
U - Withdrawal without approval of program director.
W - Withdrawal from the program with approval of program director.

Listener/Audit Evaluation:

The student must declare his/her intention to be registered as a listener prior to the start of a course. A student who has enrolled as a Listener will not receive a grade.

Completion of an "I" Grade:

A student receiving an "I" grade will have 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.

ACADEMIC REMEDIATION POLICY

If a student feels they're beginning to struggle with comprehending course material, it is their responsibility to contact the instructor for assistance to prevent falling behind. The student should take the following course of action:

1. Make an appointment with the instructor to develop a plan for remediation
2. Make an appointment with the instructor for review of the material.

A score of 74% or below on a test will result in a remediation arrangement.

1. Student will review test, identify and study areas of academic weakness.
2. Student will receive a written counseling form and be assigned a date to retake. the test unless another form of remediation has been agreed upon by the Instructor and student.
3. Original score will be recorded in grade book.

The program will work with the student to provide uninterrupted progression through the program. However, consistent failing academic scores will result in dismissal from the program.

INSTRUCTORS

Throughout your educational experience you will be instructed by many professionals both in the classroom and in clinical education settings. The following individuals will be instructing classes.

Richard Fries – Program Director
Gail Faig – Clinical Coordinator
Victor Gazzara – Patient Representative
Chris Hockenberry – Clinical Supervisor

Theresa Roland – Medical Physicist
Robert Shomo – Medical Physicist

DIDACTIC COURSES

The following is a list of the courses that will be completed within each semester. More specific course objectives are listed in each course syllabus. Each semester length is six months. Classes begin the third week in July.

FIRST SEMESTER

INTRODUCTION TO RADIOGRAPHY

This course is designed to introduce first year radiography students' to the rich history of radiography and development of diagnostic imaging. Students are oriented to the academic and administrative structure, basic principles of radiology and radiation protection. Class discussion will involve the medical center environment, professional organizations and the role of students in the radiology department. The student will also be introduced to clinical department personnel and other health science professionals that participate in the patient's total healthcare.

MEDICAL TERMINOLOGY

This course will provide the student with an understanding of medical terminology using the word-building system. Word roots, prefixes, suffixes and combining vowels will be covered. The students learn the application of medical terms in radiology and other specialties. Time will be spent on reviewing interpretation of medical reports and case studies.

The student will demonstrate the proper use of medical terminology and apply terms to the specialty of radiography; describing anatomical names of bones, organs and disease processes. The use of radiographic terms and their common abbreviations with regard to physician orders, imaging requests and diagnostic reports will be addressed.

RADIOGRAPHIC ANATOMY AND POSITIONING I

This course is designed to introduce the student to the basic radiographic positioning terminology, anatomy and anatomical relationships necessary to perform basic radiographic procedures of the chest, abdomen, upper extremity, and the shoulder girdle. Laboratory demonstrations will be used to complement the lecture portion of this course.

INTRODUCTION TO PATIENT CARE I

This course is designed to introduce the student to basic patient care, infection control and safety principles for patients undergoing diagnostic examinations. Students will gain knowledge in preventing disease transmission in the healthcare environment. The student will be trained to utilize proper body mechanics, assess and monitor the patient's condition and vital signs, identify and respond to medical emergencies, administer oxygen and the principles of aseptic technique. The proper gastrointestinal preparation required for radiographic examinations will be discussed.

RADIOGRAPHIC EXPOSURE I

This course is designed to introduce the student to the factors that determine the characteristics of radiation exposure to the patient and the resulting image. The student will be able to apply the knowledge to make decisions concerning the quality of radiographic images.

SECOND SEMESTER

MEDICO-LEGAL/ETHICS/HUMAN DIVERSITY

This course provides the student with the basic understanding of the ethical and legal aspects of radiography, patient education and patient privacy. The student will also explore the Radiologic technologist's areas of responsibility and obligations to delivering healthcare. The student will gain an understanding of the diversity among patients, their families and professional peers.

RADIOGRAPHIC EXPOSURE II

This course further explores the factors that determine the characteristics of radiation exposure to the patient and the resulting image. The student will continue to apply their knowledge to make decisions concerning the quality of radiographic images.

RADIOGRAPHIC ANATOMY AND POSITIONING II

This course is designed to provide the student with the knowledge and skills necessary to perform basic radiographic procedures of the lower extremity, pelvis, vertebral column, and bony thorax. The student will also be introduced to the physiological aspects of contrast agents, the various types, administration routes, reactions and contraindications as well as the organs and or systems demonstrated with contrast agents. Laboratory demonstrations will be used to complement the lecture portion of this course.

RADIATION PHYSICS

This course is designed to provide the student with a working knowledge of the science of medical imaging. Students will learn the fundamentals governing x-ray production and the characteristics of the resultant beam. Topics discussed will be: atomic structure, basic radiation safety, sources of radiation exposure, properties of electromagnetic radiation, and electricity and magnetism.

INTRODUCTION TO PATIENT CARE II

The course content will cover the radiographer's role in administration of medication. Pharmacokinetics, pharmacodynamics, and the effect of medication will be discussed. The use of contrast media in radiography, CT and MRI along with allergic reactions and medication used to treat anaphylaxis will be included. The routes of medication administration and identification of veins for IV injections and venipuncture will be demonstrated. Course content will also include basic procedures and patient care skills involved in studies of the spinal canal and arthrography.

THIRD SEMESTER

RADIOGRAPHIC IMAGE PROCESSING AND QUALITY ASSURANCE

This course provides the student with the knowledge required to process radiographic images as well as recognize common artifacts and their causes. Quality control of imaging equipment and the fundamentals of imaging department quality assurance programs will be reviewed.

RADIATION PROTECTION AND BIOLOGY/IMAGING EQUIPMENT

This course provides the student with an in depth view of the principles of radiation protection for the patient and occupational personnel. The student will gain an understanding of the biological, genetic and somatic effects of radiation, dose response relationships and radiation monitoring. The course will also provide the student with the operating principles of imaging equipment such as fluoroscopy, image intensification, CT (CAT Scan), mammography, digital imaging and PACS (Picture Archive and Communication Systems).

RADIOGRAPHIC ANATOMY AND POSITIONING III

This course is designed to provide the student with the knowledge and skills to perform basic imaging procedures of the urinary system, gastrointestinal system, skull, facial bones, and sinuses. Additionally students will become familiar with less common imaging procedures such as myelograms, venograms and hysterosalpingograms and the contrast agents used for the procedures.

INTRODUCTION TO COMPUTED TOMOGRAPHY

This course is intended to enhance the educational background of the senior radiography student by enabling the student to communicate with the radiologists, technologists and patients during clinical rotations in the CT Department. A functional knowledge of CT will benefit the student by enhancing their patient care and clinical skills and as a future team member of the Radiology Department. Course content will cover fundamentals of CT and will incorporate CT terminology, touch on physics and instrumentation, radiation protection, patient preparation and gain an understanding of cross-sectional anatomy.

FOURTH SEMESTER

RADIOGRAPHIC PATHOLOGY

This course will study disease and illness as it relates to radiography through the use of lecture and radiographic presentation. The student will discover the differences between congenital, hereditary, inflammatory traumatic, metabolic, degenerative, neoplastic diseases and how they appear radiographically. Emphasis will be placed on pathologies a technologist needs to be aware of to gain better radiographic images. The student will learn about different pathological conditions and their ability to attenuate x-rays and make appropriate technical factor adjustments

GENERAL REGISTRY REVIEW

This course is designed to review the five major content categories used to assess the knowledge and cognitive skills on the American Registry of Radiologic Technologists (ARRT) examination. The material will be covered in an interactive manner to stimulate creative thinking. Students will identify strengths and weakness through on-line exercises and quizzes. Simulated certification exams will be used to strengthen students test taking skills. This course will require students to pass a simulated ARRT examination.

TEXTBOOKS

The textbooks for the Radiologic Technology courses are listed below:

1st Semester

Patient Care in Radiography: 7th Edition
By: Ruth Ann Ehrlich & Joan A. Daly (ISBN: 978-0-323-05178-1)

Merrill's Atlas of Radiographic Positioning & Procedures, 12th Edition - 3 Volume Set
By: Eugene Frank, Bruce Long & Barbara Smith (ISBN: 978-0-323-07334-9)

Workbook for Merrill's Atlas of Radiographic Positioning & Procedures, 12th Edition
By: Eugene Frank, Bruce Long & Barbara Smith (ISBN: 978-0-323-07324-0)

Bontrager's Handbook of Radiographic Positioning & Techniques, 7th Edition
By: Kenneth L. Bontrager and John Lampignano (ISBN: 978-0-323-05630-4)

Medical Terminology: Express, A Short-Course Approach by Body System
By: Barbara A. Gylys & Regina M. Masters (ISBN: 978-0-8036-2388-0)

Principles of Radiographic Imaging: An Art and a Science
By: Richard Carlton (ISBN: 1401871941)

2nd Semester

Radiologic Science for Technologists: Physics, Biology, and Protection, 9th Edition
By: Stewart Bushong (ISBN: 0-323-04837-8)

Radiologic Science for Technologists: Physics, Biology, and Protection, 9th Edition

Workbook and Laboratory Manual
By: Stewart Bushong (ISBN: 0-323-04838-5)
Ethical and Legal Issues for Imaging Professionals, 2nd Edition
By: Doreen M. Towsley-Cook & Terese A.Young (ISBN: 0-323-04599-5)

4th Semester

Radiographic Pathology for Technologists, 5th Edition
By: Nina Kowalczyk (ISBN: 0-323-04887-3)

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 library and internet for research and independent study.

- The Peter H. Marvel Medical Library is located on the 4th floor of the medical center and staffed by the Librarian, Christine Martin-Murphy.
- Shore Medical Center maintains Professional Resources on the internet and a Health Information Resource Library on the intranet. The learning management system for medical center employees, NetLearning, offers on-line educational programs.
- GE Healthcare Learning System (TiP TV) web-based access. The monthly schedule is posted in the Radiology Department.
- The 6A Computer Lab is available but time must be scheduled in advance by the School Secretary and approved by Organizational Development.
- A radiographic film library is located in the classroom for film evaluation and review.

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 written 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 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 2 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 5 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.

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 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 or Clinical Coordinator.

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 the Diagnostic Imaging Department.

STEP THREE – The student will discuss the situation with Administrative Director who will discuss the situation with the student and then later 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.

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 the Director of 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.

TRANSFER CREDITS

Students desiring to transfer to another School of Radiologic Technology may have difficulty doing so due to the variation and sequencing of educational material. Students considering transfer are encouraged to seek advisement from the Program Director.

PLAN OF CLINICAL EDUCATION

The clinical internship experience is designed to correlate with the didactic education and apply the theories and concepts learned in the classroom and laboratory. Throughout Shore Medical Center's 24 month program students will rotate through a variety of medical center and out-patient sites. Clinical education is an important component of radiography education. It provides structure and a mechanism for student to learn how to become competent, caring radiographers. 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 in the medical center and out-patient setting.

During clinical internship students will actively participate by:

1. Observing the practicing radiographer and watching each detail of the radiographic procedure. 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 radiographer 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 experiments/assignments, observed and assisted in the procedure, students should accurately demonstrate all the tasks required for the procedure.
4. Once the student has successfully completed the three steps above and has been directly supervised performing a minimum of two cases, the student is eligible for an Initial Competency Evaluation. During the evaluation, the student's affective, cognitive and psychomotor categories will be evaluated. If the student is successful in passing the evaluation, they may then perform the procedure under indirect supervision. The student's performance will be evaluated by the use of the Clinical Competency Evaluation form.

Note: The Clinical Coordinator may, at times, approve a clinical competency evaluation prior to the student's completing the minimum of two cases. This exception will be considered when the student is nearing completion of the program and the procedure is so infrequent that the student may lose the imaging opportunity.

CLINICAL EDUCATION SETTINGS & INSTRUCTORS

During Clinical internships you will observe and learn from certified radiographers and other imaging professionals. All of these professionals will serve as your instructors and mentors. Students complete clinical internships in the following clinical education settings with the following instructors:

Shore Medical Center 1 E. New York Avenue Somers Point, NJ 08244 School Office (609) 653-3924 ***Gail Faig*** (609) 653-3695	***Instructors:*** Barbara Bechtold, Lee Bradley, Holly Jefferson, Mark Laughlin, Greg Martello, ***Marian Martello***, Erin Nickles, Jesus Pagan, Anthony Puglise, Kerry Raymond, Wendy Repici, Marilyn Rivera, Toniann Rizzotte, Bryant Stetz, Lisa Subotin, Alicia Titus, Dee Yard, Mei Yuen-Stetz
ARMC – Mainland Division Jimmie Leeds Road Pomona, NJ 08240 Direct (609) 748-4087 ***Mary Beth O'Brien*** (609) 652-1000 xt. 2224	***Instructors:*** Barbara Clyde, Sharon Deyhle, Marcia Moser, Rosann Mott*, Mary Beth O'Brien, Joseph Rico, Chanell Rosa
ARMC – City Division 1925 Pacific Avenue Atlantic City, NJ 08401 Main (609) 345-4000 ***Freddy Ortiz*** (609) 572-8367	***Instructors:*** Kurk Elsey , Sandra Fox, Rosann Mott*, Freddy Ortiz, Barbara Shipman
AMI–Atlantic Medical Imaging–Somers Point 30 East Maryland Avenue Somers Point, NJ 08244 ***Nicole Wyatt*** (609) 653-0209 After hours: 653-6932 (leave message)	***Instructor:*** Melissa Albert , Heidi Howell*, Nicole Wyatt,

AMI–Atlantic Medical Imaging-Galloway 44 East Jimmie Leeds Road Galloway, NJ 08205 ***James "Randy" Lease*** (609) 652-7349	***Instructor***: John, DeCataldo, James "Randy" Lease
Cape Regional Medical Center 2 Stone Harbor Blvd. Cape May Court House, NJ 08210 ***Marcella Profit*** (609) 463-2120	***Instructors:*** Gertrude Handago, Heidi Howell*, Dawn Moser, Marcella Profit

**same person at more than one clinical site*

AFFILIATION AGREEMENT

Separate 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.

CLINICAL INSTRUCTOR MEETINGS

There are regularly scheduled meetings conducted between the school officials and clinical instructor representatives from the clinical affiliation sites three times 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.

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.

USE OF ELECTRONIC EQUIPMENT

All cell phones and other electronic equipment are prohibited in the medical center environment and should be turned off while participating in classroom and clinical internship.

TRANSPORTATION POLICY

Transportation to and from assigned clinical education settings and classes is the student's responsibility. The School of Radiologic Technology does not assume the responsibility for costs associated with the use of personal transportation. 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.

STUDENT CLINICAL SUPERVISION POLICY

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

DIRECT SUPERVISION is defined as:

- A qualified radiographer reviews the request for examination in relation to the student's achievement
- A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge
- A qualified radiographer is present during the conduct of the examination
- A qualified radiographer reviews and approves the radiographs

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.

INDIRECT SUPERVISION is defined as:

- A qualified radiographer reviews the request for examination in relation to the student's achievement of clinical competency
- A qualified radiographer and student evaluates the condition of the patient in relation to the student's knowledge
- A qualified radiographer must be in the immediate vicinity of the radiographic area and who is available for immediate assistance to the student at all times
- A qualified radiographer reviews and approves the radiographs
- A qualified radiographer completes exams and transmits images to PACS

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

1. Pediatric Examinations (6 years and younger)
2. Portable Examinations
3. Examinations that require the injection of contrast material
4. Examinations performed in the OR
5. Any image needing to be repeated.

Students shall never take the responsibility or the place of a qualified staff technologist, regardless of the student's level of competence. A student may not be left unsupervised to perform an examination or left responsible for patient care. Students may not be hired to perform work-related responsibilities.

STUDENT'S CLINICAL RESPONSIBILITIES

Signature Sheets

Students must obtain two (2) signatures prior to attempting initial competencies. All clinical instructors and staff technologists, who provide direct supervision for the exam, must sign and date the signature sheet. Copies of the signature sheets are to be kept in the School Office and should be updated monthly. If a student should lose their signature sheet the copy in the School Office will serve as a replacement. Competencies not substantiated with signatures will be forfeited and must be redone.

Weekly Assessment

Students are responsible to give their weekly assessment to a technologist(s) they have worked with and submit it to the primary clinical instructor at their site at end of each clinical week. This form is not graded, however; four assessments are part of monthly evaluation grade.

Room Evaluations

Students, along with either a clinical instructor or staff technologist, are responsible for completing room evaluation for each radiography or fluoroscopy equipment, mobile equipment, surgical area, and CT suite at each clinical site.

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. Patients are to be assisted on and off the x-ray tables and aided as necessary to maintain patient comfort and safety. Patients should not be left alone or unattended on x-ray examination tables.

2. 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.

3. Students are provided with lead anatomical markers. Markers must be used when performing all examinations. These right and left anatomical markers must be placed on each radiograph for medical-legal reasons.

4. Doors to x-ray examination rooms are to be closed when a patient is in the room.

5. Each student must be familiar with the emergency treatment kit found within each radiographic area, as well as the departmental emergency protocol.

6. The radiographic rooms are to be kept clean for each patient and stocked at all times with the required supplies.

7. Students shall not, at any time administer water, medication, or treatment of any kind except under the direction of qualified personnel.

8. Students are responsible to the staff technologist to whom they are working with. They are to follow the instructions of the staff technologist. They are not to leave the radiology department or their assigned areas without approval from the staff technologist and/or Clinical Instructor.

9. Clinical room rotations for students assigned to Shore Medical Center are posted on the bulletin board in the radiology department.

10. The Clinical Instructors, and/or qualified personnel will supervise the student in the clinical area.

11. The Clinical Instructor will evaluate the student's clinical performance monthly by means of the Affective and Technical Skills Evaluation tool.

12. Students must confirm that female patients are not pregnant prior to radiographic exam. If there is a question of a possible pregnancy, the student is to consult the qualified professional to whom they are assigned.

13. 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.

14. It is the policy of the department of radiology that all technologists must maintain standard and safe radiation protection practices when performing portable x-ray examinations. The procedure for doing so is as follows:
    a. Notify medical center personnel and visitors in the immediate area that you are preparing to take an x-ray.
    b. Prior to making the exposure, the student is to announce in a loud voice that an x-ray is being taken, i.e., "Taking an x-ray in 'A' bed."
    c. Medical center personnel and visitors should be given a reasonable amount of time to leave the area.

15. All radiographs must be approved by qualified personnel prior to acceptance for interpretation.

CLINICAL GRADING POLICY

The clinical grades are computed using the following sources:

- Monthly Affective and Technical Skills Evaluation tool. (Appendix D) 65% of the final clinical grade.
- Clinical Competency Evaluation tool. (Appendix E) 30% of the final clinical grade.
- Clinical Responsibilities (equipment & room evaluations) are worth 5% of final clinical grade

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 ASRT and State of New Jersey, Radiologic Technology Board of Examiners. The following three levels of clinical competency evaluation are utilized in this program:

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

The Initial Clinical Competency Evaluations are common procedures that are performed on ambulatory, non-trauma patients. Each student must successfully complete Clinical Competency Evaluations on thirty-one (31) mandatory procedures and fifteen (15) elective procedures. Each evaluation must include projections identified by each clinical setting's diagnostic imaging department routines and/or projections that are routine for the examination series. The following is a list of examinations available for category initial clinical competencies.

Students are instructed to complete a routine study before attempting mobile, pediatric, trauma, or studies involving contrast. Example: routine chest exam before mobile, pediatric; shoulder series before shoulder arthrogram.

Examinations marked in bold are mandatory procedures. All other procedures are elective; however, procedures underlined must be completed. 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 Barium Enema. Students are expected to complete mandatory initial clinical competencies by March 30.

Chest & Thorax (6)
Chest Routine, **Chest AP (Wheelchair or Stretcher), Ribs**, Chest Lateral Decubitus, Sternum, Upper Airway (Soft-Tissue Neck)

Upper Extremity (12)
Thumb or Finger, **Hand**, **Wrist**, **Forearm**, **Elbow**, **Humerus**, **Shoulder**, **Trauma Shoulder**, Clavicle, Scapula, AC Joints**, Trauma Upper Extremity (non-shoulder),**

Lower Extremity (9)
Toe, **Foot**, **Ankle, Knee, Tibia-Fibula, Femur, Trauma: Lower Extremity**, Patella, Calcaneous (Os Calcis)

****Head (7)* Minimum of 2 (one simulation only)**
Skull, Paranasal sinuses, Facial Bones, Orbits, Zygomatic Arches, Nasal Bones, Mandible

Spine & Pelvis (10)
Cervical Spine, Trauma Cervical Spine**, Thoracic Spine, Lumbar Spine, Pelvis, Hip, Cross Table Lateral Hip**, Sacrum and/or Coccyx, Scoliosis Series, Sacroiliac Joints

Abdomen (4)
Abdomen Supine (KUB), Abdomen Upright, Abdomen Decubitus, Intravenous Urography

*****Flouroscopy Studies (8)***
Upper GI Series (Single or Double Contrast), Barium Enema (Single or Double Contrast), Small Bowel Series, Esophagus, Cystography/Cystourethrography, ERCP, Myelography, Arthography

Surgical Studies (2)
C-Arm procedure (Orthopedic), C-Arm Procedure (Non-Orthopedic)

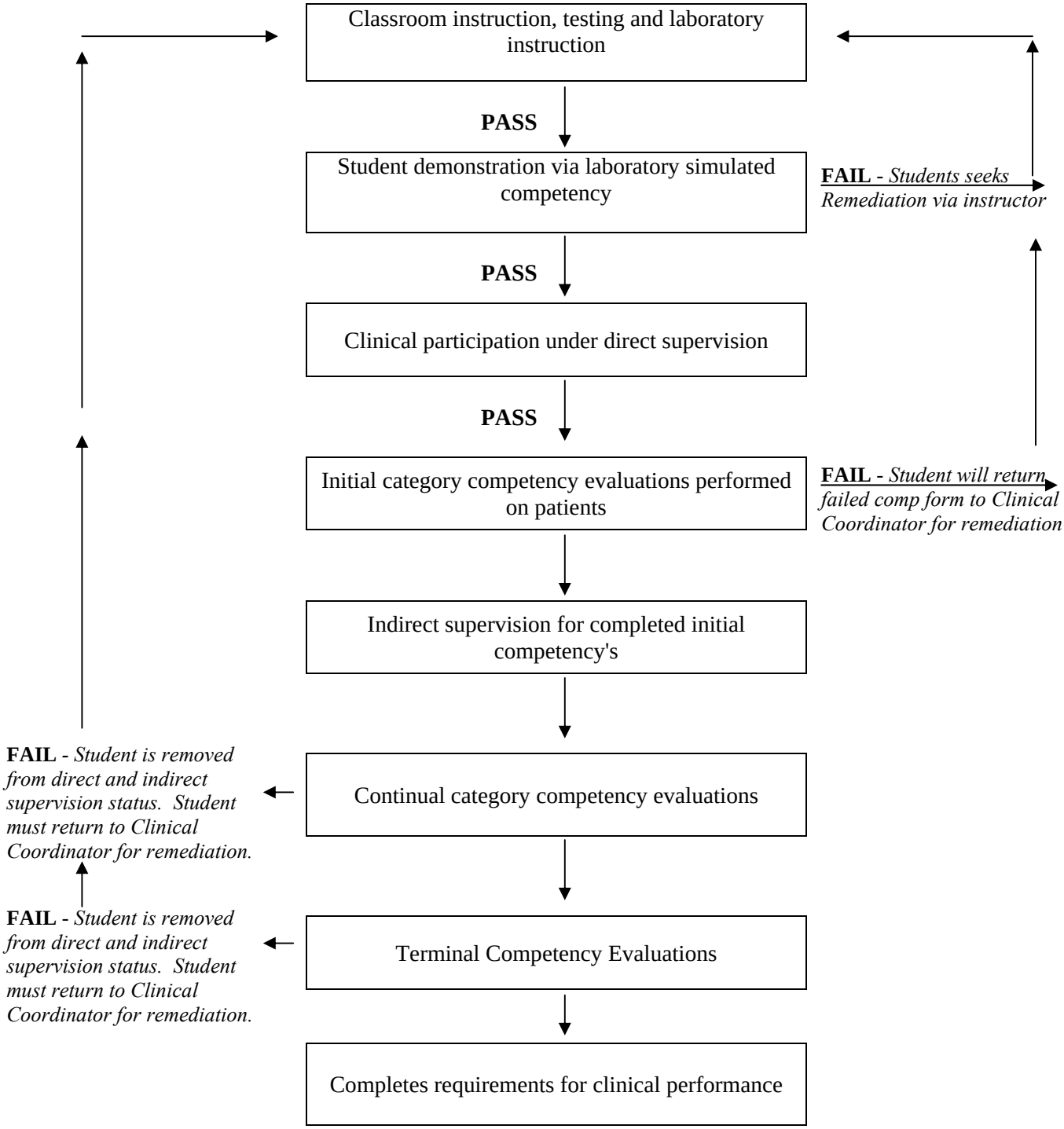
Mobile Studies (3)
Chest, Abdomen, Orthopedic

Pediatrics (age 6 or younger) (5) - **Chest Routine**, Upper Extremity, Lower Extremity, Abdomen**,** Mobile Study

Competencies will be performed under the supervision of an approved Clinical Instructor, the Clinical Coordinator or the Program Director. All Initial Clinical Competency Evaluations must be passed with a minimum mastery level of 85%. **Completed clinical competencies are to be turned into the school office the next class day. Competencies turned in 14 days after completion date may not be accepted.**

CLINICAL COMPETENCY EVALUATION FLOWCHART

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



CLINICAL COMPETENCY REMEDIATION POLICY

There are five (5) reasons for clinical remediation. It is the responsibility of the program officials to identify and instruct the student on any or all of the 5 areas 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.

1. **Failure to demonstrate didactic or laboratory proficiency.**

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

a. The student will be required to make an appointment with the instructor for review of the material.

b. The student is required to pass a written examination on the subject matter before they are eligible to be reevaluated and obtain their simulated/laboratory competency.

c. Until the student passes the written exam they may not receive their simulated competency or perform the examination under any conditions.

2. Failure of a simulated laboratory competency evaluation.

a. The student will be required to make an appointment with the instructor for review of the material.

b. Discuss the area(s) of failure with the student.

c. Develop and implement a remediation plan.

d. Require application of reinforced skills.

e. Re-evaluate for either an initial clinical competency or simulated competency in that radiographic procedure.

3. Failure of an initial clinical competency evaluation.

a. The student will be required to make an appointment with the Clinical Coordinator for review of the material.

b. Discuss the area(s) of failure with the student.

c. Develop and implement a valid remediation plan.

d. Require application of reinforced skills.

e. Re-evaluate for either an initial clinical competency or simulated competency in that radiographic procedure.

f. If re-evaluation is performed as a simulated competency, the competency cannot be counted as an initial clinical competency.

4. Failure of a continual clinical competency evaluation.

a. The student will be required to make an appointment with the Clinical Coordinator for review of the material.

b. Discuss the area(s) of failure with the student.
c. Develop and implement a valid remediation plan.

d. Require application of reinforced skills.

e. Re-evaluate for either an initial clinical competency or simulated competency in that radiographic procedure.

f. Re-evaluation is performed as a simulated competency, the competency cannot be counted as a continual clinical competency evaluation.

5. Failure of a terminal clinical competency evaluation.

a. The student will be required to make an appointment with the Clinical Coordinator for review of the material.

b. Discuss the area(s) of failure with the student.

c. Develop and implement a valid remediation plan.

d. Require application of reinforced skills.

e. Re-evaluate for either an initial clinical competency or simulated competency in that radiographic procedure.

If re-evaluation is performed as a simulated competency, the competency cannot be counted as a terminal clinical competency evaluation. An additional terminal competency evaluation would then be required prior to graduation eligibility.

GENERAL PATIENT CARE COMPETENCIES

The clinical competency requirements include the six 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 all six (6) patient care activities listed below. The activities can be performed on patients; however, simulation is acceptable if state or institutional regulation prohibit candidates from performing the procedures on patients.

CPR	Venipuncture
Vital signs (blood pressure, pulse, respiration)	Transfer of patient
Sterile and aseptic technique	Care of patient medical equipment (e.g., oxygen tank, IV tubing)

CONTINUAL COMPETENCIES

Students are required to be evaluated on two (4) continual clinical competencies in the 2nd semester and four (5) in the 3rd semester.

2nd semester	**3rd Semester**
1 - Chest & Thorax	2 – Lower Extremity
1 – Upper Extremity	1 – Spine
1 - Mobile	1 – Surgical Study
1 – Abdomen	1 – Fluoroscopy Study

The student must have completed and passed the Initial clinical competency in that category before attempting the continual clinical competency. All continual clinical competencies must be passed with a minimum mastery level of 85%. Continual competency must be performed on a patient that requires a higher skill level than an initial competency; such as the patient's physical condition or communication barriers make the examination more difficult. (For example, an examination that requires the use of sponges as positioning aid or the extremity may be fractured and cross-table lateral projection is required).

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. Students must complete mandatory initial competencies in each category before attempting Terminals. Terminal Clinical Competencies must be passed with a minimum mastery level of 90%.

Terminal competencies will be conducted in the last 3 months of the program and must be passed with a minimum mastery level of 90%. Students are expected to complete mandatory initial clinical competencies by March 30.

Terminals must be performed on a progressive level of patient or procedural difficulty. The clinical instructor may select the study or the student may request to complete the procedure for Terminal Competency. Competencies may also be assigned by the Clinical Coordinator or Program Director. Terminal Clinical Competencies are to be completed on patients who require advanced positioning or 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.
- Portable 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 – Head Category
1 - Fluoroscopic Study*
1 – Surgical Study*

**2 Fluoroscopic Studies will be considered in lieu of Surgical Study w/permission from Clinical Coordinator*

SIMULATED COMPETENCIES

Students are strongly encouraged to demonstrate competence in the 31 mandatory and 15 elective procedures on patients. However, during the last 6 months of the program, students may simulate exams or procedures 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. All Simulated Clinical Competency evaluations must be passed with a minimum mastery level of 85%.

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 while in the clinical education settings. Any student who reports to a clinical education

setting or lab without their monitoring device will be sent home and considered absent for the day.

A record of radiation received is maintained in the School Office and is reviewed and signed by each student quarterly. Damage to a monitoring device or inadvertent exposure to a radiation source should be reported to the Clinical Coordinator immediately.

To support ALARA (as low as reasonably achievable) and act in a proactive manner, any student receiving 40 mRem on their quarterly badge report will be counseled by the Clinical Coordinator. Documentation as to the possible cause of the exposure will be addressed and maintained in the student's file.

Any student receiving more than 125 mRem per quarter, or above, will be counseled by the Clinical Coordinator and Radiation Safety Officer. Documentation as to the possible cause of the exposure will be addressed and maintained in the student's file.

In the unlikely event that the student accumulates exposure levels that exceed 500 mRem the Program Director, in conjunction with the Clinical Coordinator and Radiation Safety Officer will investigate the sources of the accumulated exposure and report to the Radiation Safety Committee for actions to be taken to reduce the probability of recurrence. Documentation will be maintained in the student's file and the student will be re-assigned or placed on a leave of absence. The Radiation Safety Officer will advise the Program Director regarding the length of time the student is required to be re-assigned or placed on a leave of absence.

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 declaration remains in effect until the declared pregnant student withdraws the declaration in writing or is no longer pregnant.

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:

- No declared pregnant female student should receive a radiation dose of more than 0.5 rem during the nine month gestation period.
- All students shall wear whole body radiation dosimeters when in the vicinity of radiation producing machines.
- 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. A total dose equivalent limit [excluding medical exposure] of 0.5 rem for the embryo and/or fetus shall not be exceeded and no greater than 0.05 rem can be achieved in any one month.
- The Program Director and the Radiation Safety Officer will periodically review student radiation exposure reports to assure compliance with the above dose limit.
- Provisions will be made for re-entry into the program when the student takes a leave of absence.
- 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.

In addition to the New Jersey Radiological Board of Examiners Student Pregnancy Policy, Shore Medical Center School of Radiologic Technology has instituted the following additional policies:

- Any student suspecting that she may be pregnant should notify the Program Director, in writing, as soon as possible and meet with the Radiation Safety Officer.
- The student may request an additional radiation dosimeter to be worn at the level of the pelvis.
- 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. 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 her annual dose equivalent limit will be placed on a clinical education leave for the duration of her pregnancy. All didactic sessions must be attended unless medically contraindicated.

- 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.

The goal of the program is to review each case individually and to allow the student to make an informed decision based on her individual needs and preferences, within reason. Completion of the program is the main objective if the student desires to complete her 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.

REPEAT RADIOGRAPH POLICY

In support of professional responsibility for provision of quality patient care and radiation protection, unsatisfactory radiographs performed by a student, will be repeated in the presence of a qualified staff radiographer. If on the second attempt an unsatisfactory radiograph is produced, then a qualified staff radiographer **must** repeat the radiograph.

HEALTH & SAFETY

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
- Health Information Privacy and Portability Act (HIPPA)
- Back Safety
- Prevention and control of infections
- Standard and transmission based precautions
- The Joint Commission (TJC) patient safety goals
- Cardiopulmonary Resuscitation (CPR)
- Spirit of Shore

HEALTH POLICY

Any student injured while engaged in educational activities or exposed to a communicable disease in the patient care setting should seek treatment at Shore Medical Center or a program affiliated medical center. Students are advised to do the following:

1. Report event or injury immediately to a Clinical Instructor (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 and submit to the Radiology School Office. (Consult the SMH intranet Employee Health System for the form)
4. Report to the Program Director concerning the outcome of the treatment and a date to resume normal activities.

There is no cost for the initial examination. 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 the event was due to an exposure to a communicable disease the Employee Health Service Department must be notified and will handle follow-up care.

COMMUNICABLE DISEASE POLICY

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 infection control personnel that they have come into contact with a communicable disease from a 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 must notify the Clinical Coordinator or Program Director if any of the following symptoms are present for 24 -36 hours or more:

- Fever
- Upper respiratory infection
- Diarrhea [of more than 24 hours duration]
- Skin rash
- Vomiting

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, ie. gloves

Isolation Precautions

The CDC promotes adherence to standard precautions during procedures that may require the contact with blood, body fluids, secretions, excretions, mucous membranes and non-intact skin.

Students receive training at Shore Medical Center orientation and Infection Control training that is part of the radiography curriculum.

Education
All students must complete yearly Required Regulatory Education (RRE) via the NetLearning educational portal located on the Shore Medical Center website.

PROFESSIONAL SOCIETIES

Students are encouraged to become members of the professional societies. The following are the societies that are available. Applications can be obtained from the Program Director, Clinical Coordinator or directly from the society.

AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS (ASRT)

The American Society of Radiologic Technologists
15000 Central Avenue SE
Albuquerque, New Mexico 87123-9985
(505) 298-4500
www.asrt.org

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). Applications will be provided by the Program Director or can be requested by contacting: NJSRT, PO Box 229, Old Bridge, NJ 08857. Continuation of membership after graduation is highly encouraged.

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:

- The student has successfully completed all didactic courses as certified by the Program Director.
- The student has successfully completed all clinical internship courses as certified by the Clinical Coordinator.
- The student has successfully completed all mandatory, elective, continual, and terminal clinical competency requirements as certified by the Program Director.
- The student has successfully completed all patient care competencies as certified by the Program Director.
- The student has satisfied all financial obligations to Shore Medical Center, School of Radiologic Technology.

The Shore Medical Center School of Radiologic Technology Certificate will be awarded when the student has completed all requirements of the Program.

AWARDS

Outstanding Academic Achievement Award – This award is presented at graduation to the student achieving the highest GPA at the end of the two year program.

Outstanding Clinical Achievement Award – This award is presented at graduation to the student meeting the following specific clinical criteria:

- Displayed high level of clinical competence

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

ARTICULATION AGREEMENT

The Radiology School has an Articulation Agreement with Widener University that will grant 51 Block Credits toward either an Associate's or Bachelor's Degree upon the successful completion of both the radiography program, and certification by the American Registry of Radiologic Technologists.

EQUAL OPPORTUNITY

Shore Medical Center is an equal opportunity employer and does not discriminate on the basis of gender, marital status, pregnancy, race, color, ethnicity, national origin, age, physical or mental impairment, religion, sexual orientation, gender identity or expression, veteran status or membership in any other protected classification. The medical center is committed to a policy of equal treatment and opportunity in regards to hiring, promotion, transfer, demotion, lay-off, termination, pay, benefits and all other terms and conditions of employment.

All recruitment and employment activities are conducted in a nondiscriminatory manner.

This policy is consistent with the requirements and objectives of all federal and state anti-discrimination statutes, including and without limitation, Title VII of the Civil Rights Act of 1964 as amended, the American's with Disabilities Act, the Age Discrimination in Employment Act and the New Jersey Law Against Discrimination.

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 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 Vice President of Human Resources if they believe they have either experienced or observed a violation of this guideline.

Shore Medical Center will not tolerate any conduct that is based on an individuals 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 individuals work performance or otherwise creates an intimidating, hostile, or offensive work environment.

PROGRAM 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

New Jersey Board of Examiners, New Jersey Department of Environmental Protection, 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.

GENERAL ROOM EVALUATION – Appendix A

The general room evaluation aids in familiarizing students with various types of equipment at the six (6) clinical sites. Students have the responsibility of completing this form with the assistance of a Clinical Instructor or a qualified technologist. The student will return completed forms within 5 days from the start of the rotation and submit them to the Clinical Coordinator. This will count toward 5% of a student's clinical grade.

MOBILE EVALUATION – Appendix B

The mobile evaluation serves to familiarizing students with various types of mobile radiographic equipment used at medical center clinical sites. The student will locate and identify components of mobile equipment with the assistance of a Clinical Instructor or a qualified technologist. The student will return completed forms within 5 days from the start of the rotation and submit them to the Clinical Coordinator. This will count toward 5% of a student's clinical grade.

OR ROOM EVALUATION – Appendix C

The OR room evaluation serves to familiarize students with the location of OR suites and various types of fluoroscopic and mobile equipment used with a sterile environment. The forms must be completed and submitted to the Clinical Coordinator within 5 days of the OR rotation and will count toward 5% of a student's clinical grade.

WEEKLY PERFORMANCE ASSESSMENT – Appendix D
OR WEEKLY PERFORMANCE ASSESSMENT – Appendix E
CT WEEKLY PERFORMANCE ASSESSMENT – Appendix F

Students typically have weekly rotations at their clinical sites and work with different technologists over the course of a month. The weekly performance assessment is an aid to the Clinical Instructor for specific feedback about student performance. It is used as a tool to evaluate the overall technical, patient care, radiation protection, appearance, and attitude of the student. This is not counted toward their clinical grade; however, 4 assessments account for 8 points toward the student's monthly evaluation. Students are responsible to give the form to the technologist(s) they have worked with and then submit it to the primary clinical instructor.

AFFECTIVE AND TECHNICAL SKILLS EVALUATION – Appendix G

The students' affective and technical skills will be evaluated monthly by a Clinical Instructor during their clinical internship rotation. The Affective and Technical Skills form is one tool used to evaluate the student's level of performance as they rotate through the clinical areas. The Clinical Instructor will be responsible for completing the Affective and Technical Skills form and will discuss and have the evaluation signed by the student before forwarding the original document to the Clinical Coordinator. The evaluations count for 65% of the students' clinical grade.

CLINICAL COMPETENCY EVALUATION – Appendix H

This form is used to document Initial, Continual, Terminal and Simulated exams. The Clinical Instructor should fill out the form when a student makes a request to perform a competency exam. Before the student begins the competency the Clinical Instructor must verify the student's signature sheet and initial in the appropriate place on the competency form. Competency forms must be filled out completely and signed by both the Clinical Instructor and student radiographer. Competency forms should be turned into the school office within 14 days of receipt of the competency. The competencies account for 30% of a student's clinical grade.

OR COMPETENCY – Appendix I

This form is specifically designed to assess the skills of student radiographer performing exams in the operating room. It should be filled out and signed by the Clinical Instructor and student.

CT COMPETENCY –Appendix J

This form is specifically designed to assess the skills of a student radiographer performing optional computed tomography exams. It should be filled out and signed by the Clinical Instructor and student.

TIME FORM – Appendix K

Students are required to fill out the form; sign and submit to the School Office for approval.

- *Request for Personal Time off* must be approved by the Clinical Coordinator.
- *Request to Make-up or Bank Clinical time* must first be approved by the Clinical Coordinator.
- *Made-Up Time* or *Banked time* must be documented & signed by the Clinical Instructor & the Student. If a student is considering making up time on a clinical day they are not to exceed 10 total hours at clinical. (8 hour clinical day + 2 hour make-up time = 10 hours)

Appendix A

SHORE MEDICAL CENTER

School of Radiologic Technology

Student Name:_____
Site: _____
Equipment/Room: (Check One)
- ❑ **Radiography Room**
- ❑ **Fluoroscopy**
- ❑ **Chest Room**
- ❑ **Tomography**
- ❑ **Other: _____**

GENERAL ROOM EVALUATION

___ Raise and lower the x-ray table by using the table controls

___ Move the x-ray tube the length of the table by using the longitudinal lock

___ Move the x-ray tube the width of the table by using the transverse lock

___ Place a Image Receptor or cassette in bucky tray lengthwise and/or crosswise when applicable

___ Center the x-ray tube when it is perpendicular to the bucky tray/image receptor

___ Use the detent button and lock the tube to center transversely

___ Angle the tube cephalad and/or caudad any given degree

___ Demonstrate how to rotate the tube head and maintain proper centering of IR

___ Center the tube when angled to the bucky tray/image receptor

___ Employ distances of 72", 40-44" to the table or upright bucky tray/image receptor by using the distance ceiling markers or measuring device

___ Center the x-ray tube to the upright bucky tray/image receptor with various IR sizes LW & CW when applicable

___ Demonstrate how to collimate to the appropriate field size and use of PBL

FLUOROSCOPIC ROOM

___ Demonstrate warm-up procedure

___ Demonstrate how to angle the table (Trendelenberg & Fowlers) by using the table & tower controls

___ Place the table in upright position

___ Demonstrate how to move the fluoroscopic tower, lock and park.

___ Demonstrate how to activate the compression device

___ Move the tower the length of the table using the motor-driven handle

Identify the controls:

Conventional systems ~ generator (on/off), kVp, mA, seconds/time, phototimer, density setting

CR or DR system ~ Choose patient on the work-list, manually type the patient into the system

___ Selection of various body regions, body parts, views/projections

___ Preset parameters (Adult vs. pediatric) (small, medium, large)

___ Bucky/IR (upright or table) or non-bucky

___ Automatic exposure control (AEC) vs. fixed (if AEC, checks ion chambers)

___ Density setting

___ kVp, mAs, adjusts as necessary

___ Focal spot/filament size

___ Manipulate the rotor and exposure switch button

_____ _____ _____

Evaluator Name (Print) Evaluator Signature Date

Appendix B

Student Name:_____ **Clinical Site:**_____

Mobile Manufacturer:_____ **Check One:** ❑ **CR** ❑ **DR**

SHORE MEDICAL CENTER

School of Radiologic Technology

Mobile Evaluation

_____ Turn on/off radiographic equipment

_____ Properly charge mobile equipment

_____ Manipulate radiographic tube/release locks

_____ Angle radiographic tube

_____ Unlock and rotate tube housing

_____ Manipulate tube vertically

_____ Manipulate tube horizontally

_____ Manipulate tube transversely

_____ Identify the appropriate image receptor size and detector

_____ Locate mAs, kVp, and exposure indicator

_____ Manipulate rotor and exposure switch button

_____ Image receptor/detector handling practices

_____ Image receptor(s) clean between patients

_____ Mobile equipment clean (i.e. after use in isolation room)

_____ Enter correct patient identification for image receptor

_____ Observe technologist transmitting images to PACS

_____ Demonstrate how to navigate on-line work list

_____ Location of other mobile machines throughout the medical center

_____ Location of grids

_____ Location of radiation protection shields and aprons

Comments: _____

_____

_____

_____ _____ _____

Evaluator Name (Print) Evaluator Signature Date

Student Name:_____

Clinical Site:_____

SHORE MEDICAL CENTER

School of Radiologic Technology

Appendix C

Operating Room Evaluation

This rotation involves multiple studies and equipment including Fluoroscopic, C-Arm, overhead, and portable examinations within a sterile environment.

At the end of the student's rotation, the student radiographer will be able to:

_____ **1.** Locate and identify all Operating suites
_____ **2.** Turn on / off stationary radiographic equipment
_____ **3.** Turn on / off emergency power
_____ **4.** Utilize Cystoradiography Room
- _____ **a.** input patient information
- _____ **b.** take and exposure
- _____ **c.** lock on/off

_____ **5.** Turn on / off C-Arm
_____ **6.** Manipulate C-Arm
- _____ **a.** locate MA, time, KVP selectors
- _____ **b.** locate various locks
- _____ **c.** locate foot peddle
- _____ **d.** locate and identify fluoroscopic timer

_____ **7.** Utilize portable machines
- _____ **a.** locate MA, time, KVP selectors
- _____ **b.** manipulate portable arm
- _____ **c.** maneuver portable machine safely

_____ **8.** Observe & practice radiation protection
_____ **9.** Observe and identify sterile fields
_____ **10.** Understand & create digital images
_____ **11.** Log-on to and add information to the RIS (radiology info system)

Comments: _____

_____

_____

_____

_____ _____ _____

Evaluator Name (Print) Evaluator Signature Date

Appendix D

SHORE MEDICAL CENTER

School of Radiologic Technology

Weekly Performance Assessment

Student Name: _____ Jr. ❑ Sr. ❑ Date: _____

Clinical Site: ❑ Shore Medical Center ❑ AMI – Galloway ❑ AMI – Somers Pt
❑ ARMC – City ❑ ARMC – Mainland ❑ Cape Regional Medical Ctr

Grading Scale:
3 = Excellent
2 = Satisfactory
1 = Needs Improvement
0 = Unsatisfactory

Responsibilities

____ Punctuality – arrives to department at 8:00 am to 4:00 pm
____ Goes to and returns from lunch/breaks in timely manner
____ Maintains linens, clean and prepare room
____ No eating, drinking or gum chewing in patient care areas

Patient Care

____ Introduces self, correctly identifies patient
____ Assists with transfers and seeks to provides comfort measures as needed
____ Explains procedure in terms the patient understands
____ Obtain pertinent patient history & relays information to technologist
____ Uses appropriate language and is respectful to patients

Technical Skills (Considering the student's educational level)

____ Understands department routines & able to position patients
____ Manipulates equipment & able to set proper technical factors
____ Uses lead markers, shields, dividers and collimates to image receptor size
____ Displays initiative to perform tasks & is able to follow directions & asks appropriate questions
____ Processes images using the methods at clinical site

Radiation Protection

____ Wears radiation film badge
____ Assess pregnancy status (appropriately asks & documents LMP)
____ Utilize lead shields as needed
____ Consults technologist when repeats are necessary

Attitude

____ Displays interest and is attentive
____ Strives for improvements & seeks advice when needed
____ Pleasant and courteous to all staff members
____ Cooperative & willing to volunteer to help others

Appearance

____ Uniform clean & pressed, jewelry at a minimum
____ Hair appropriately tied back
____ Nails appropriate length and color

Comments:

_____

_____

Tech Name (Print): _____ **Tech Signature**: _____

Student Name:_____

Clinical Site:_____

Junior: _____ **Senior:** _____

SHORE MEDICAL CENTER

School of Radiologic Technology

Appendix E

OR Weekly Performance Assessment

Date: _____

(Dates of Rotation)

Grading Scale:
2 = Satisfactory
1 = Needs Improvement
0 = Unsatisfactory

1. Demonstration of professionalism

_____ Student was punctual and dressed appropriately in accordance to school's policy.

_____ He or she shows an interest in the surgical rotation and in learning.

_____ Student was cooperative and pleasant with the other staff members.

_____ Seeks and recognizes work to be done within student's ability.

2. Demonstration of good ethical behavior

_____ Converses appropriately with and in front of patients and surgical staff.

_____ Student maintains confidentiality.

_____ He or she responds positively to suggestions and follow directions.

3. Practices proper surgical sterile technique

_____ Student identifies areas and objects which are sterile and areas which are not.

_____ He or she respects and maintains all sterile fields.

_____ Student identifies proper handling of image equipment during different surgical procedures.

_____ Demonstrates and complies with the rules for surgical sterile technique.

4. Identifies and assists in the surgical procedures that require x-ray

_____ Student identifies the routine surgical procedures that require radiologic services.

_____ He or she identifies the proper radiographic equipment to be used with different surgical procedures.

5. Demonstrates proper handling and use of the radiographic equipment

_____ Student can manipulate C-arm effectively as not to disturb sterile areas.

_____ He or she operates all the different equipment located within the surgical suite.

_____ Student assists in the set-up and preparation of C-arm for surgical procedure.

_____ Student is aware of proper cleaning and storage of C-arm.

6. Practices proper radiation protection

_____ Student wears their monitoring badge properly while in the operating room suite.

_____ He or she adheres to the school's policy regarding radiation protection and ensures that all personnel in the room are properly protected.

_____ Student provides staff education related to radiation protection and safety.

_____ Student demonstrates understanding and documentation of fluoroscopy time.

7. <u>Identifies radiographic anatomy protection</u>

_____ He or she identifies anatomical structures located on images.

_____ Student identifies different surgical apparatuses (artifacts) as they appear on images.

_____ Student is knowledgeable of how a surgical sponge appears on a image.

_____ Student is aware of how images are transmitted to PACS and archived.

Total Points: _____ / 50

Comments:

_____

_____

_____

_____	_____	_____
Student Name (Print)	Student Signature	Date
_____	_____	_____
Evaluator Name (Print)	Evaluator Signature	Date

Appendix F

SHORE MEDICAL CENTER

School of Radiologic Technology

Computed Tomography Clinical Assessment

Student Name: _____ Clinical Site: _____

Date: _____
(Dates of Rotation)

Grading Scale:
2 = Satisfactory
1 = Needs Improvement
0 = Unsatisfactory

8. Demonstration of professional qualities

_____ The student was punctual and dressed appropriately in accordance to school's policy.

_____ He or she shows an interest in the CT rotation and in learning.

_____ The student was cooperative and pleasant with the other staff members.

_____ Seeks and recognizes work to be done within student's ability.

9. Demonstration of good ethical behavior

_____ Discusses appropriate conversations with and in front of patients.

_____ The student maintains confidentiality.

_____ He or she responds positively to suggestions and follow directions.

_____ The student protects and follows the patient's bill of rights and the radiographer's code of ethics.

10. Assists in the CT procedures

_____ The student understands pre-scan room setup for exams, biopsy and drainages.

_____ The student demonstrates ability to explain the procedure to patient.

_____ He or she is able to decipher orders and obtain appropriate medical history.

11. Demonstrates proper handling and use of the radiographic equipment

_____ The student can manipulate table and gantry effectively.

_____ He or she demonstrates understanding of loading, priming and using power injector.

_____ The student assists in the preparation and cleaning of the radiographic equipment.

_____ The student is aware of where supplies are stored.

12. <u>Practices proper radiation protection</u>

_____ The student wears their monitoring badge properly while in the CT suite.

_____ He or she adheres to the school's policy regarding radiation protection and ensures that all personnel in the room are properly protected.

_____ The student provides the patient/staff education related to radiation protection and safety.

13. <u>Identifies protocols cross-sectional anatomy</u>

_____ He or she identifies anatomical structures located on images.

_____ The student identifies different protocols for various studies.

_____ The student understands importance of correct patient demographic and protocol selection.

_____ The student displays understanding of image management (Archiving, Powerchart, PACS).

Total Points: _____ / 44

Comments: _____

_____

_____

_____	_____	_____
Student Name (Print)	Student Signature	Date
_____	_____	_____
Evaluator Name (Print)	Evaluator Signature	Date

Appendix G

SHORE MEDICAL CENTER

School of Radiologic Technology

Affective and Technical Skills Evaluation

Student's Name: _____ Semester: 1 2 3 4 Month & Year: _____

Clinical Site: ❑ Shore Medical Center
❑ AMI – Galloway ❑ AMI – Somers Point
❑ ARMC – City ❑ ARMC – Mainland
❑ Cape Regional Medical Center

Grading Scale:
2 = Satisfactory
1 = Needs Improvement
0 = Unsatisfactory

1. **Responsibilities:**
   a) ___ Maintains supplies in assigned areas
   b) ___ Has equipment and supplies ready before exam
   c) ___ Cleans room, replaces/returns equipment and supplies after exam
   d) ___ Assists technologists in assigned area
   e) ___ Carries out instructions (i.e. paperwork, transport)
   f) ___ Reports to technologist or CI upon arrival and before leaving assigned area

2. **Patient Care:**
   a) ___ Identifies correct patient and examination
   b) ___ Addresses patient respectfully
   c) ___ Uses appropriate conversation
   d) ___ Explains the examination in terms the patient can understand
   e) ___ Obtains and documents patient history prior to examination
   f) ___ Properly prepare patients for diagnostic procedures
   g) ___ Assists with the transfer of patients to and from stretchers or wheelchairs
   h) ___ Exercises caution with intravenous site and other patient care apparatus
   i) ___ Respects the patient modesty and provides comfort measures
   j) ___ Assists patient movement and ensures wellbeing throughout examination

3. **Technical Skills:**
   a) ___ Familiar with radiology study protocols
   b) ___ Positioning skills consistent with level of education
   c) ___ Manipulates equipment properly and safely
   d) ___ Sets proper exposure technique
   e) ___ Uses accessories, i.e., lead apron, dividers, markers, etc.
   f) ___ Applies knowledge of clinical procedures
   g) ___ Demonstrates organized work habits
   h) ___ Takes initiative to perform whatever task they are capable and/or competent of performing.
   i) ___ Participates in exams in assigned area
   j) ___ Properly uses markers with students initials
   k) ___ Processes radiographic images using CR/DR available at the clinical site
   l) ___ Performs examinations accurately and within a reasonable time limit

4. Radiation Protection:

a) ___ Provides radiation protection (shield) for patient, self and others (closes doors)
b) ___ Applies proper collimation and makes adjustments as necessary
c) ___ Asks females of childbearing age date of LMP and documents this inquiry
d) ___ Wears dosimetry badge in proper location
e) ___ Repeats images under direct supervision (see policy)

5. **Attitude**

a) ___ Shows interest and is attentive to doctor, staff and peer needs
b) ___ Strives for technical and patient care skills improvement
c) ___ Uses free time constructively
d) ___ Seeks advice when necessary
e) ___ Demonstrates professional manners by being courteous to doctors, staff and peers
f) ___ Volunteers to help others in diagnostic imaging department
g) ___Cooperates with doctors, staff and peers

6. Appearance:

a) ___ Maintains professional look, uniforms clean and pressed, hair tied back
b) ___ Nails clean, professional length and color (***no artificial nails***)
c) ___ Jewelry at minimum (see policy)
d) ___ ID badge and student status visible to patient and peers
e) ___ No eating, drinking, gum chewing or cell phone use in front of patient

7. **Weekly Performance Assessment (General, OR, CT)**

a) ___ 1st Assessment
b) ___ 2nd Assessment
c) ___ 3rd Assessment
d) ___ 4th Assessment

Grading System: ***A = 93 - 100%***
B = 84 - 92%
C = 75 - 83%
F = Below 75%

Total Points: _____ / 98

Grade: _____% _____

Comments:

_____

_____

_____

_____

_____

CI Name (Print): _____ Signature: _____
Date: _____

Student's Signature: _____ Date: _____

Appendix H

SHORE MEDICAL CENTER

School of Radiologic Technology

Clinical Competency Evaluation Form

Student's Name: _____ Final Grade: _____

Evaluator: _____ Date: _____

Procedure/Exam: _____ Patient File #: _____

***Type of patient:** (check one)*

Pediatric:	**Adult:**	**Geriatric:**

Trauma: _____ Yes _____ No

Clinical Competency *(check one)*				
Lab:	**Initial:** 85% to pass	**Continual:** 85% to pass	**Terminal:** 90% to pass	**Simulated:** 85% to pass

AUTOMATIC FAILURE: The evaluation should be discontinued and the form submitted to the Clinical Coordinator if any of the following items are checked:

_____ wrong patient _____ attempted wrong examination or wrong side _____ patient's safety is in jeopardy

Please use the following scale to evaluate the student, place an (X) where appropriate:

2 = Satisfactory 1 = Needs Improvement 0 = Unsatisfactory

	View A			***View B***			***View C***			***View D***			***View E***			***View F***		
	0	**1**	**2**	**0**	**1**	**2**	**0**	**1**	**2**	**0**	**1**	**2**	**0**	**1**	**2**	**0**	**1**	**2**
1. Evaluation of Patient History																		
2. Readiness of Physical Facilities																		
3. Positioning																		
4. Equip. Manipulation																		
5. Technique																		
6. Efficiency																		
7. Patient Care and Rapport																		
8. Radiation Protection																		
9. Image ID																		
10. Image Critique																		
Total			***/20***			***/18***			***/18***			***/18***			***/18***			***/18***

CI Initials - Verified Signature Sheet: _____ (CI: By initialing here you're confirming you reviewed and verified the student's signature sheet for this exam) (Student: CI must initial or Comp will not be accepted)

Comments:

_____

_____

Clinical Instructor Signature: _____ Student's Signature: _____

Evaluation Criteria:

1. **Evaluation of Patient History:**
   a. Appropriate conversations
   b. Asks history pertaining to exam
   c. Observant of possible conditions

2. **Readiness of Physical Facilities**
   a. Room readiness
   b. Prepared to handle patient condition
   c. Sets controls before getting patient positioned

3. **Positioning:**
   a. Position patient correctly
   b. Proper part positioning
   c. Correct central ray
   d. Immobilization usage

4. **Equipment Manipulation**
   a. Manipulates tube/bucky
   b. Proper SID
   c. Correct tube angulation

5. **Technique**
   a. Selects proper exposure factors
   b. Technique book available
   c. Measure patient

6. **Efficiency**
   a. Followed department protocol for the examination
   b. Anticipates next step
   c. Demonstrates confidence
   d. Organizational Skills
   e. Expedites procedure

7. **Patient Care and Rapport**
   a. Identifies patient
   b. Introduces self to patient
   c. All radiopaque objects removed from area of interest
   d. No visible artifacts
   e. Assists patient
   f. Awareness of patient IV's and O2
   g. Gives clear and precise directions

8. **Radiation Protection**
   a. Adequate collimation
   b. Shielding of patient/staff
   c. Asks LMP - possibility of pregnancy
   d. Made the exposure while observing the patient

9. **Image ID:**
   a. Patient information on film
   b. Correct markers visualized
   c. Markers and ID not obscuring anatomy

10. **Image Critique:**
    a. Part positioned properly
    b. Included all appropriate anatomy
    c. Identifies anatomy
    d. Identifies artifacts
    e. No evidence of motion
    f. Determines if film is acceptable

Appendix I

School of Radiologic Technology

Clinical Competency Evaluation Form

OR-Operating Room

Student Name: _____ Final Grade: _____

Evaluator: _____ Date: _____

Procedure/Exam: _____ Patient File #: ____

Type of patient:

Pediatric:	**Adult:**	**Geriatric:**

Trauma: _____ Yes _____ No

OR Clinical Competency *(check one)*		
Lab:	**Initial:** 85% to pass	**Continual:** 85% to pass

AUTOMATIC FAILURE: The evaluation should be discontinued and the form submitted to the Clinical Coordinator if any of the following items are checked:

_____ contamination of sterile field _____ patient's safety is in jeopardy

Please use the following scale to evaluate the student, place an (X) where appropriate:

2 = Satisfactory 1 = Needs Improvement 0 = Unsatisfactory

	View A			***View B***			***View C***			***View D***			
	0	***1***	***2***	***0***	***1***	***2***	***0***	***1***	***2***	***0***	***1***	***2***	Additional Comments
1. Demonstrates Professionalism													
2. Preparation of physical facilities													
3. Equip. Manipulation C-arm or mobile unit													
4. Image Production													
5. Correct patient ~ ID													
6. Archiving & Printing Images													
7. Practices sterile technique													
8. Radiation Protection													
9. Image Critique													
Total			***/18***			***/18***			***/18***			***/18***	

CI Initials - Verified Signature Sheet: _____ (CI: By initialing here you're confirming you reviewed and verified the student's signature sheet for this exam) (Student: CI must initial or Comp will not be accepted)

Comments:_____

_____

Clinical Instructor Signature: _____ ***Student's Signature:*** _____

Evaluation Criteria:

1. Demonstrates Professionalism
   a. Demonstrated confidence with O.R. staff
   b. Gave clear and precise directions

2. Preparation of physical facilities
   a. Defined purpose of operative procedure
   b. Moved C-arm or mobile unit into room
   c. Set up C-arm or mobile unit in correct position for procedure

3. Equipment Manipulation
   a. Demonstrated proficiency in moving C-arm or mobile unit
   b. Proper SID maintained for procedure
   c. Correctly angles tube as needed

4. Image Production (as appropriate)
   a. Display ability to control kVp & mAs
   b. Able to manipulate contrast & density on monitor
   c. Adjusted factors to reduce image noise

5. Correct patient ~ ID
   a. Validated identification of patient
   b. Correct markers visualized (if used)

6. Archiving & Printing Images
   a. Sent images to PACS (under technologist direction)
   b. Print hard copy for physician review

7. Practice Sterile Technique
   a. Able to cover c-arm with sterile drape
   b. Properly moved c-arm or mobile unit to maintain sterility
   c. Demonstrated knowledge of sterile field

8. Radiation Protection
   a. Shielding of patient & staff (as appropriate)
   b. Collimation employed
   c. Made exposure(s) following physician instructions
   d. Recorded fluoroscopy time

9. Image Critique
   a. Part positioned properly
   b. All anatomy included (as appropriate)
   c. Identifies anatomy
   d. Identifies artifact

Appendix J

SHORE MEDICAL CENTER

School of Radiologic Technology

Clinical Competency Evaluation Form

CT-Computed Tomography

Student's Name: _____ **Final Grade: _____**

Evaluator: _____ **Date: _____**

Procedure/Exam: _____ **Patient File #: _____**

Type of patient: ***(check one)***

Pediatric:	**Adult:**	**Geriatric:**

Trauma: _____ Yes _____ No

Clinical Competency ***(check one)***				
Lab:	**Initial:** 85% to pass	**Continual:** 85% to pass	**Terminal:** 90% to pass	**Simulated:**

AUTOMATIC FAILURE: The evaluation should be discontinued and the form submitted to the Clinical Coordinator if any of the following items are checked:

_____ wrong patient _____ attempted wrong examination or wrong side _____ patient's safety is in jeopardy

Please use the following scale to evaluate the student, place an (X) where appropriate:

2 = Satisfactory 1 = Needs Improvement 0 = Unsatisfactory

	0	**1**	**2**
1. Room properly set-up			
2. Evaluation of patient's medical history			
3. Provided good patient care and rapport			
4. Removal of jewelry and clothing (as necessary)			
5. Explanation of procedure and breathing instructions			
6. Practiced radiation protection skills, ask LMP as needed			
7. Anatomical reference point set and table "zeroed"			
8. Choose correct patient demographic and protocol selection			
9. Able to scout, plan, scan and execute exam			
10. Able to manipulate image window levels			
11. Completed paperwork and followed PACS protocol			
12. Identified basic cross sectional anatomy			
Total			***/24***

CI Initials - Verified Signature Sheet: _____ (CI: By initialing here you're confirming you reviewed and verified the student's signature sheet for this exam) (Student: CI must initial or Comp will not be accepted)

Comments:

_____

_____

Clinical Instructor Signature: _____ ***Student's Signature: _____***

Evaluation Criteria:

Readiness of Physical Facilities (1)

a. Room prepared to handle patient condition
b. Ventilator & suction clean & ready to use if needed
c. Verifies exam requested & physician's order

Evaluation of Patient History (2)

d. Obtains history pertaining to exam
e. Appropriate conversation
f. Observant of possible conditions

Patient Care and Rapport (3), (4), (5)

e. Identifies patient
f. Introduces self to patient
g. All radiopaque objects removed from area of interest
h. No visible artifacts
i. Assists patient
j. Awareness of patient IV's & oxygen
k. Gives clear and precise directions to patient

Radiation Protection (6)

d. Asks LMP - possibility of pregnancy
e. Shields patient if necessary
f. Adequate Field of View (FOV)
g. Initiates exposure while observing patient

Positioning (7)

d. Position patient in correct orientation for exam
e. Proper part positioning
f. Correct anatomical landmarks used for centering
g. "Zero" the table
h. Immobilization proper employed (when necessary)

Equipment Manipulation (8), (9)

f. Able to raise and lower table
g. Tilt gantry (when necessary)
h. Selects correct demographic & protocol for exam
i. Executes exam: scout, plan scan & initiate exam

Image Identification (10)

d. Able to manipulate image window width & levels
e. Confirm orientation (L & R)

Efficiency (11)

g. Follows department PACS protocol
h. Anticipates next step
i. Demonstrates confidence
j. Organization Skills
k. Expedites procedure

Image Critique (12)

f. Able to identify basic cross-sectional anatomy
g. Identifies artifacts & motion

Decides if exam is acceptable & all anatomy included

Appendix K

SHORE MEDICAL CENTER

SCHOOL OF RADIOLOGIC TECHNOLOGY

TIME FORM

(PLEASE PRINT)

Student's Name: _____ Today's Date: _____

{Please check off below I, II, or III}

I. ❑ Request for *Time Off* from Class or Clinical

Date(s) Off: _____

Hours Off: ❑ Clinical _____ ❑ Class _____

II. ❑ Request to *Make-Up* or *Bank* (Circle One) *Clinical Time*

Date(s) scheduled: _____

Hours needed/wanted to Make-Up/Bank: _____

Clinical Site to Make-Up/Bank Time: _____

III. ❑ Clinical Hours I *Made-Up* or *Banked* (Circle One)

Date(s) I Made-Up/Banked Time: _____

Hours I Made-Up/Banked: _____

Clinical Site I Made-Up/Banked Clinical Time: _____

_____ _____

Clinical Instructor Name Clinical Instructor Signature

****

Please sign & return this form to the Clinical Coordinator of Education.

_____ _____

Student Signature Gail Faig, B.S.RT(R)(CT)(CV)
Clinical Coordinator

***Personal Time:** Form must be submitted 7 days in advance. Student can only take one (1) week at a time maximum.*

****Request to Make-Up Time:** This request will be denied if there is no clinical instructor available for supervision on the date and shift requested.*

*****Clinical Hours Made-Up:** This form will be denied if there is no Clinical Instructor's signature.*

Appendix L

Standards for an Accredited Educational Program in Radiography

EFFECTIVE JANUARY 1, 2011

Adopted by:

The Joint Review Committee on Education in Radiologic Technology - April 2010

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312.704.5300 ● (Fax) 312.704.5304
www.jrcert.org

The Joint Review Committee on Education in Radiologic Technology (JRCERT) is dedicated to excellence in education and to the quality and safety of patient care through the accreditation of educational programs in the radiologic sciences.

The JRCERT is the only agency recognized by the United States Department of Education (USDE) and the Council on Higher Education Accreditation (CHEA) for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. The JRCERT awards accreditation to programs demonstrating substantial compliance with these **STANDARDS**.

Introductory Statement

The Joint Review Committee on Education in Radiologic Technology (JRCERT) **Standards for an Accredited Educational Program in Radiography** are designed to promote academic excellence, patient safety, and quality healthcare. The **STANDARDS** require a program to articulate its purposes; to demonstrate that it has adequate human, physical, and financial resources effectively organized for the accomplishment of its purposes; to document its effectiveness in accomplishing these purposes; and to provide assurance that it can continue to meet accreditation standards.

The JRCERT accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process helps to maintain program quality and stimulates program improvement through program assessment.

There are six (6) standards. Each standard is titled and includes a narrative statement supported by specific objectives. Each objective, in turn, includes the following clarifying elements:

- **Explanation** - provides clarification on the intent and key details of the objective.

- **Required Program Response** - requires the program to provide a brief narrative and/or documentation that demonstrates compliance with the objective.

- **Possible Site Visitor Evaluation Methods** - identifies additional materials that may be examined and personnel who may be interviewed by the site visitors at the time of the on-site evaluation to help determine if the program has met the particular objective. Review of additional materials and/or interviews with listed personnel is at the discretion of the site visit team.

Following each standard, the program must provide a **Summary** that includes the following:

- Major strengths related to the standard
- Major concerns related to the standard
- The program's plan for addressing each concern identified
- Describe any progress already achieved in addressing each concern
- Describe any constraints in implementing improvements

The submitted narrative response and/or documentation, together with the results of the on-site evaluation conducted by the site visit team, will be used by the JRCERT Board of Directors in determining the program's compliance with the STANDARDS.

Standards for an Accredited Educational Program in Radiography

Table of Contents

Standard One
Integrity

Standard One: **The program demonstrates integrity in the following:**

- **Representations to communities of interest and the public,**
- **Pursuit of fair and equitable academic practices, and**
- **Treatment of, and respect for, students, faculty, and staff**.

Objectives:

In support of **Standard One**, the program:

1.1 Adheres to high ethical standards in relation to students, faculty, and staff.

1.2 Provides equitable learning opportunities for all students.

1.3 Provides timely, appropriate, and educationally valid clinical experiences for each admitted student.

1.4 Limits required clinical assignments for students to not more than 10 hours per day and the total didactic and clinical involvement to not more than 40 hours per week.

1.5 Assures the security and confidentiality of student records, instructional materials, and other appropriate program materials.

1.6 Has a grievance procedure that is readily accessible, fair, and equitably applied.

1.7 Assures that students are made aware of the JRCERT **Standards for an Accredited Educational Program in Radiography** and the avenue to pursue allegations of non-compliance with the **STANDARDS**.

1.8 Has publications that accurately reflect the program's policies, procedures, and offerings.

1.9 Makes available to students, faculty, and the general public accurate information about admission policies, tuition and fees, refund policies, academic calendars, academic policies, clinical obligations, grading system, graduation requirements, and the criteria for transfer credit.

1.10 Makes the program's mission statement, goals, and student learning outcomes readily available to students, faculty, administrators, and the general public.

1.11 Documents that the program engages the communities of interest for the purpose of continuous program improvement.

1.12 Has student recruitment and admission practices that are non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, national origin, and any other protected class.

1.13 Has student recruitment and admission practices that are consistent with published policies of the sponsoring institution and the program.

1.14 Has program faculty recruitment and employment practices that are non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, national origin, and any other protected class.

1.15 Has procedures for maintaining the integrity of distance education courses.

Standard Two:
Resources

Standard Two: The program has sufficient resources to support the quality and effectiveness of the educational process.

Objectives:

In support of **Standard Two**, the program:

Administrative Structure

2.1 Has an appropriate organizational structure and sufficient administrative support to achieve the program's mission.

2.2 Provides an adequate number of faculty to meet all educational, program, administrative, and accreditation requirements.

2.3 Provides faculty with opportunities for continued professional development.

2.4 Provides clerical support services, as needed, to meet all educational, program, and administrative requirements.

Learning Resources/Services

2.5 Assures JRCERT recognition of all clinical education settings.

2.6 Provides classrooms, laboratories, and administrative and faculty offices to facilitate the achievement of the program's mission.

2.7 Reviews and maintains program learning resources to assure the achievement of student learning.

2.8 Provides access to student services in support of student learning.

Fiscal Support

2.9 Has sufficient ongoing financial resources to support the program's mission.

2.10 For those institutions and programs for which the JRCERT serves as a gatekeeper for Title IV financial aid, maintains compliance with United States Department of Education (USDE) policies and procedures.

Standard Three:

Curriculum and Academic Practices

Standard Three: The program's curriculum and academic practices prepare students for professional practice.

Objectives:

In support of **Standard Three**, the program:

3.1 Has a program mission statement that defines its purpose and scope and is periodically reevaluated.

3.2 Provides a well-structured, competency-based curriculum that prepares students to practice in the professional discipline.

3.3 Provides learning opportunities in current and developing imaging and/or therapeutic technologies.

3.4 Assures an appropriate relationship between program length and the subject matter taught for the terminal award offered.

3.5 Measures the length of all didactic and clinical courses in clock hours or credit hours.

3.6 Maintains a master plan of education.

3.7 Provides timely and supportive academic, behavioral, and clinical advisement to students enrolled in the program.

3.8 Documents that the responsibilities of faculty and clinical staff are delineated and performed.

3.9 Evaluates program faculty and clinical instructor performance regularly to assure instructional responsibilities are performed.

Standard Four
Health and Safety

Standard Four: **The program's policies and procedures promote the health, safety, and optimal use of radiation for students, patients, and the general public.**

Objectives:

In support of **Standard Four**, the program:

4.1 Assures the radiation safety of students through the implementation of published policies and procedures that are in compliance with Nuclear Regulatory Commission regulations and state laws as applicable.

4.2 Has a published pregnancy policy that is consistent with applicable federal regulations and state laws, made known to accepted and enrolled female students, and contains the following elements:

- Written notice of voluntary declaration,
- Option for student continuance in the program without modification, and
- Option for written withdrawal of declaration.

4.3 Assures that students employ proper radiation safety practices.

4.4 Assures that medical imaging procedures are performed under the direct supervision of a qualified radiographer until a student achieves competency.

4.5 Assures that medical imaging procedures are performed under the indirect supervision of a qualified radiographer after a student achieves competency.

4.6 Assures that students are directly supervised by a qualified radiographer when repeating unsatisfactory images.

4.7 Assures sponsoring institution's policies safeguard the health and safety of students.

4.8 Assures that students are oriented to clinical education setting policies and procedures in regard to health and safety.

Standard Five
Assessment

Standard Five: **The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.**

Objectives:

In support of **Standard Five**, the program:

Student Learning

5.1 Develops an assessment plan that, at a minimum, measures the program's student learning outcomes in relation to the following goals: clinical competence, critical thinking, professionalism, and communication skills.

Program Effectiveness

5.2 Documents the following program effectiveness data:

- Five-year average credentialing examination pass rate of not less than 75 percent at first attempt,
- Five-year average job placement rate of not less than 75 percent within six months of graduation,
- Annual program completion rate,
- Graduate satisfaction, and
- Employer satisfaction.

5.3 Makes available to the general public program effectiveness data (credentialing examination pass rate, job placement rate, and program completion rate) on an annual basis.

Analysis and Actions

5.4 Analyzes and shares student learning outcome data and program effectiveness data to foster continuous program improvement.

5.5 Periodically evaluates its assessment plan to assure continuous program improvement.

Standard Six

Institutional/Programmatic Data

Standard Six: **The program complies with JRCERT policies, procedures, and STANDARDS to achieve and maintain specialized accreditation.**

Objectives:

In support of **Standard Six**, the program:

Sponsoring Institution

6.1 Documents the continuing institutional accreditation of the sponsoring institution.

6.2 Documents that the program's energized laboratories are in compliance with applicable state and/or federal radiation safety laws.

Personnel

6.3 Documents that all faculty and staff possess academic and professional qualifications appropriate for their assignments.

Clinical Education Settings

6.4 Establishes and maintains affiliation agreements with clinical education settings.

6.5 Documents that clinical education settings are in compliance with applicable state and/or federal radiation safety laws.

Program Sponsorship, Substantive Changes, and Notification of Program Officials

6.6 Complies with requirements to achieve and maintain JRCERT accreditation.

Awarding, Maintaining, and Administering Accreditation

A. Program/Sponsoring Institution Responsibilities

1. Applying for Accreditation

The accreditation review process conducted by the Joint Review Committee on Education in Radiologic Technology (JRCERT) can be initiated only at the written request of the chief executive officer or an officially designated representative of the sponsoring institution.

This process is initiated by submitting an application and self-study report, prepared according to JRCERT guidelines, to:

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182

2. Administrative Requirements for Maintaining Accreditation

a. Submitting the self-study report or a required progress report within a reasonable period of time, as determined by the JRCERT.

b. Agreeing to a reasonable site visit date before the end of the period for which accreditation was awarded.

c. Informing the JRCERT, within a reasonable period of time, of changes in the institutional or program officials, program director, clinical coordinator, full-time didactic faculty, and clinical instructor(s).

d. Paying JRCERT fees within a reasonable period of time.

e. Returning, by the established deadline, a completed Annual Report.

f. Returning, by the established deadline, any other information requested by the JRCERT.

Programs are required to comply with these and other administrative requirements for maintaining accreditation. Additional information on policies and procedures is available at www.jrcert.org.

Program failure to meet administrative requirements for maintaining accreditation will lead to being placed on Administrative Probationary Accreditation and result in Withdrawal of Accreditation.

B. JRCERT Responsibilities

1. Administering the Accreditation Review Process

   The JRCERT reviews educational programs to assess compliance with the **Standards for an Accredited Educational Program in Radiography**.

   The accreditation process includes a site visit.

   Before the JRCERT takes accreditation action, the program being reviewed must respond to the report of findings.

   The JRCERT is responsible for recognition of clinical education settings.

2. Accreditation Actions

   JRCERT accreditation actions for Probation may be reconsidered following the established procedure.

   JRCERT accreditation actions for Accreditation Withheld or Accreditation Withdrawn may be appealed following the established procedure. Procedures for appeal are available at www.jrcert.org.

   All other JRCERT accreditation actions are final.

   A program or sponsoring institution may, at any time prior to the final accreditation action, withdraw its request for initial or continuing accreditation.

Educators may wish to contact the following organizations for additional information and materials:

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

curriculum:
American Society of Radiologic Technologists
15000 Central Avenue, S.E.
Albuquerque, NM 87123-3909
(505) 298-4500
www.asrt.org

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

JRCERT
20 North Wacker Drive
Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
(312) 704-5304 (fax)
mail@jrcert.org (e-mail)
www.jrcert.org