

*North Country Community College
Radiologic Technology Program*



*Student Handbook
2018-2019*

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North Country Community College
Radiologic Technology Program

Disclaimer

The student handbook has been designed to give students in the Radiologic Technology Program at North Country Community College an overview of the program and clinical requirements.

The handbook is reviewed and revised on an annual basis.

The Program Faculty reserves the right to make any additions or changes in program policies as deemed necessary at any time throughout the course of the program. Students will be notified of new policies and/or changes in policies in writing and will sign an acknowledgement thereof.

THIS HANDBOOK IS NOT A CONTRACT AND SHOULD NOT BE VIEWED AS SUCH.

North Country Community College
Radiologic Technology Program

INSTITUTIONAL ACCREDITATION, MISSION, VISION AND VALUES

Accreditation

North Country Community College (NCCC) is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, (215) 662-5606, and by the University of the State of New York Board of Regents. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Post-Secondary Accreditation.

Documents describing the College's accreditation and licensure may be reviewed by contacting the President's Office.

North Country Community College Mission Statement

North Country Community College provides an exceptional learning and community building experience for all who seek it, challenging and supporting all individuals in their educational and personal growth.

Vision

North Country Community College will be a leader in higher education. We will provide a quality education that enhances opportunity, growth and success for our students and community.

Values

North Country Community College embraces the following values as guides to how we act, individually and collectively:

- Honest, open and timely communication
- Shared governance
- Mutual respect for diversity and individuality
- Accountability and integrity
- Openness to change
- Transparency
- Intellectual curiosity

North Country Community College
Radiologic Technology Program

PROGRAMMATIC MISSION, GOALS AND STUDENT LEARNING OUTCOMES

The program is committed to excellence in the education of students by providing requisite knowledge, skills and values to perform competently at the range of professional responsibilities required of an entry-level Radiologic Technologist

PROGRAM GOALS

GOAL: Students will be clinically competent

Student Learning Outcomes:

- Students will be able to produce diagnostic images
- Students will be able to demonstrate proper radiation protection
- Students will be able to demonstrate appropriate patient care skills
- Students will be able to explain the effects of radiation on biological matter.

GOAL: Students will communicate effectively

Student Learning Outcomes:

- Students will use effective written communication
- Students will use effective oral communication

GOAL: Students will use critical thinking and problem solving skills

Student Learning Outcomes:

- Students will be able to manipulate protocols to accommodate atypical patients
- Students will be able to critique images and make appropriate alterations as required

GOAL: Students will evaluate the importance of professional growth and development

Student Learning Outcomes:

- Students will be able to identify professional organizations and their significance
- Students will be able to exhibit professional behavior in the clinical setting

North Country Community College
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Policy: ELECTRONIC RESOURCES/COMMUNICATION

Page: 1 of 1

Revised: 7/16, 7/17

Reviewed: 8/13, 8/14, 8/15

Electronic Resources:

North Country Community College uses Microsoft Office software. While students may use other software if they prefer, anything that they send to a College office or employee needs to be Microsoft Office compatible. Students do have access to a lite version of Microsoft Office software, including Word, Excel, and PowerPoint, through their NCCC email accounts.

NCCC Email and Web portal:

NCCC provides all students with an email account and web portal account when they first register. Each student is assigned a username and password which is required to access email, the web portal, and any NCCC computer. It is critical that students remember to logoff when they finish using a computer. These accounts are maintained throughout the students' attendance at NCCC and for 365 days past the last date of attendance.

Student email (<http://owa.nccc.edu/>) is a vital method of communication at NCCC, and the College uses this method in many of its official communications with students. Students are expected to check their email accounts daily to insure receipt of College-related communications. Students are responsible for the consequences of not reading College-related email communications sent to their official account.

The student portal (<https://student.nccc.edu/>) provides students' access to their academic, billing, and Financial Aid records as well as course information and a wide range of student services. Students can track their academic progress, register for courses, manage their Financial Aid and semester bills, access course information and grades, and access a wide variety of College services including an electronic library and career services. Students are required to use the web portal to communicate with the College and are encouraged to check their web portal accounts daily for updates.

Students are required to use their NCCC accounts in accordance with the Responsible Use of Electronic Communication and Code of Conduct, found in the appendix of the College catalog and on the College website. Failure to comply with these policies while using your NCCC accounts could result in disciplinary action.

Web portal orientation sessions are held for new students. Familiarity with the web portal tools and email is essential for student success. All faculty and administrative offices use these tools to communicate with students. Students are encouraged to use the web portal to track their progress in courses. Many faculty require uploading of course assignments via the web portal. Uploaded file formats are required to be Microsoft Office compatible.

Course mid-term and final grades are posted within the web portal for all full-term classes. Mid-term grades are posted around week 8 of the course and finals are posted within 7 days of course completion. NCCC maintains a technical support help desk to assist students with e-mail and web portal questions and problems and problems. Questions or problems related to student email or web portal accounts should be directed to helpdesk@nccc.edu.

North Country Community College
Radiologic Technology Program

Policy: ACADEMIC ADVISING, ACCOMODATIONS AND LIBRARY SERVICES

Page: 1 of 1

Revised: 7/12

Reviewed: 8/13, 8/14, 8/15

Academic Advising

Academic advising is provided to assist students in taking responsibility for and in planning their academic programs and/or their career goals. Where possible, a full-time faculty member in the student's program of study is assigned as the student's advisor. It is the intent of the advisor to:

- Confirm the student's choice of major makes sense in terms of their goals
- Help students understand the rationale for degree and general education requirements
- Aid in student socialization to college values and norms
- Assist in the selection of courses appropriate to the student's degree program, abilities, interests, and circumstances
- Refer students to needed college resources
- Advocate for the student on academic matters when appropriate
- Counsel students having academic difficulty

Accommodative Services

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, NCCC works to ensure equal opportunity for qualified students with disabilities to participate in all educational programs, services, and activities. NCCC provides academic accommodations for all qualified students who have documented learning, emotional, and/or physical disabilities and have need for accommodations. A student with a disability requiring reasonable academic accommodations should make the specific request for such assistance to the ADA/504 Coordinator. It is the responsibility of students to identify themselves as having a disability and to inform ADA/504 Coordinator that an accommodation is necessary. The student must submit written documentation of the disability and the need for accommodations from an appropriate authority. Accommodations will be determined on an individual basis.

Library Services

There are library services available at each campus. These services include access to periodicals, reference materials, and books. In addition, the library participates in a number of online consortia which provide access to more than 25 million books and journals owned by libraries throughout the United States. Each campus library has computers available for students to use for academic purposes.

North Country Community College
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Policy: LEARNING ASSISTANCE CENTER (LAC)

Page: 1 of 1

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The Learning Assistance Center (LAC) provides a number of services to help all students reach their educational goals. It includes a tutoring center, computer lab, and testing facilities. Students can receive assistance in specific subjects or on learning in general, including: comprehension and critical thinking, study and test-taking skills, and research and writing. This assistance helps to improve grades in every course.

The LAC's on each campus are open varied extended hours to enable full and part-time students with heavy class loads, outside workloads, and family schedules to receive academic help and computer access.

The Learning Assistance Center provides:

- Tutoring
- Study groups (currently available in Saranac Lake and Malone)
- Writing coaches (currently available in Saranac Lake and Malone)
- Study coaches (currently available in Saranac Lake and Malone)
- Computers available for academic use
- Accommodative services
- Strategies to develop study and test taking skills
- Assistance to reduce test anxiety and math block
- Study and homework space

Professional and Peer Tutoring

The LAC offers one-on-one and small-group tutoring with professional tutors, NCCC instructors, and peer student tutors. It is highly recommended that students fill-out a request and schedule an appointment with a tutor. Walk-ins will be assisted only if a tutor is available. Appointments can be made on a one-time only basis, for several times a week, for several weeks, or as a standing appointment throughout the semester. Students are responsible for calling in whenever they are unable to attend a scheduled appointment, so as not to lose their reserved space.

Any student who feels especially competent in a subject, is able to obtain a good recommendation from the instructor, and is interested in becoming a peer tutor, should contact the LAC coordinator for more information.

Study Groups

Students can come into the LAC to sign-up for a study group in a particular course. The LAC will provide an instructor recommended leader for the group who will review class notes, clarify textbook material, and assist in studying for tests. These groups are especially productive as they help group members compile a complete set of lecture notes and ensure they have gleaned the most important information from their assigned chapters in the textbook.

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Policy: LEARNING ASSISTANCE CENTER (LAC)

Page: 1 of 2

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Writing Coaches

Students can receive help from the LAC to improve their writing in two ways. First, they can obtain a standing weekly appointment with a writing coach who will work with them to strengthen their overall writing, with or without a specific paper. Second, students can drop-off a paper for a writing coach to review and discuss improvements. When the paper is dropped off, the student makes an hour appointment with a writing coach. At the appointment, the coach will assist the student in whatever may be needed - planning, organizing, revising or editing the essay or research paper. The writing coach will not correct and return the paper to the student, but rather works with the student, guiding them to recognize grammatical errors and helping them to brainstorm ways to improve and strengthen weak areas within their writing.

Academic Skill Development

To help students “study smarter”, the LAC provides a variety of hand-outs, study skill workshops, personal one-on-one appointments, or two to three week study coaching for those who are feeling overwhelmed. Skills addressed include: taking good notes, reading the text efficiently, using strategies appropriate for an individual’s learning style, the latest research on studying for tests, developing good time management skills to reduce stress; etc.

If you are having problems

Don't wait if you are struggling. The sooner you seek help, the better off you'll be and many times the problem can be readily resolved. If you find that you are experiencing extreme difficulties, see your instructor or advisor. Part of their job is to help you the best they can. If you don't feel comfortable with your instructor or advisor, think about going to any of the program faculty, a counselor, a student services staff person, or even the Vice President of Academic Affairs. They are all here to help you.

North Country Community College
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PROGRAMMATIC FACULTY CONTACT INFORMATION

Becky LaDue, M.S. ARRT (R) Assistant Professor; 518.891.2915 ext. 1291 e-mail: bladue@nccc.edu

Scott Stringer, B.S. ARRT (R) Instructor; 518.891.2915 ext. 1234 e-mail: sstringer@nccc.edu

Faculty members maintain scheduled office hours each week as posted on their office doors. Additional appointments are available by mutual consent of the faculty and student. You are advised to e-mail the instructor with whom you would like to meet.

North Country Community College
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Policy: EXPENSES

Page: 1 of 1

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Reviewed: 8/13, 8/15

You should expect that the cost of books for your first semester will far exceed the cost during all other semesters. This is because many of the texts you purchase in the beginning will be used throughout the program. Any questions regarding the cost of textbooks or other supplies purchased at the bookstore should be directed to the Bookstore.

OTHER EXPENSES THAT YOU ARE RESPONSIBLE FOR:

- The cost of a physical exam every six months or as required, optional vaccinations, and your own health care (including any acquired health problems associated with clinical education). A background check fee *may* be required as well.
- The cost of Liability Insurance for a Radiologic Technology student: ~\$37.00 per year (estimate)
- Radiology books for the entire program: \$900 (estimate)
- Two pairs of initialed lead x-ray markers ordered through NCCC Bookstore: ~ \$45.00 (estimate)
- Two NCCC patches to be placed on uniform sleeve: ~ \$3.50 each (estimate)
- Replacement of lost/misplaced/damaged personal radiation protection monitor: \$10.00 per event
- Replacement of lost/misplaced/damaged NCCC name tag: \$15.00 per event
- Uniforms/other items for proper clinical attire
- Transportation and housing associated with clinical assignments
- Summer session: 6 credit \$1200.00 (*if you receive loans, you may have loan eligibility to cover this cost*)
- Graduation Fee: \$45
- Caps, gowns and tassel: \$35.00 (estimate); \$8.00 for tassel only
- New York State Department of Health temporary license: \$120.00
- ARRT examination application: \$200.00
- Kettering Review Course: \$185.00 (estimate). To be held in April of each year if enough students apply.

North Country Community College
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Policy: MASTER PLAN OF EDUCATION ~ CURRICULUM

Page: 1 of 1

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Master Plan of Education

The Standards require all accredited programs to maintain a Master Plan of Education which contains information such as didactic and clinical curricula, program policies and procedures and strategies for assessing program effectiveness. The Master Plan is available for student and faculty review and is located in the Program Director's office.

Curriculum/Degree Program

The Radiologic Technology degree plan is contained in Appendix A. This curriculum has been created based upon the American Society of Radiologic Technologists (ASRT) guidelines. Successful completion of this program allows a graduate to sit for the American Registry of Radiologic Technologists (ARRT) examination. (Appendix A)

The Radiologic Technology Program is very intensive and the following suggestions can help you succeed:

- **Study:** Acquire the habit of study first, play later. Think of your schooling as a day at work. When you're not in class go to the library, have a friend quiz you, get extra help from your instructors (all instructors have posted office hours) or take advantage of the learning assistance center (LAC). Remember, learn and understand each concept well because your patients will be placing their trust, and possibly their lives, in your hands. Once you're in the clinical setting, you'll be using the knowledge you've gained every day.
- **Learning Assistance Center:** The College maintains a learning assistance center which is located in the classroom building. The center has much to offer such as studying and test taking assistance. In addition, free peer-tutoring is available through the LAC.
- **Counseling.** Free personal and academic counseling is available to all students. Professional counselors are happy to help you with any issues, big or small. You can set up counseling appointments through your advisor, student services, or directly with the counselors.

*North Country Community College
Radiologic Technology Program
Policies and Procedures*



North Country Community College
Radiologic Technology Program

Policy: ACADEMIC INTEGRITY

Page: 1 of 3

Revised: 7/12

Reviewed: 8/13, 8/14, 8/15

Academic integrity is the commitment, even in the face of adversity, to the five values fundamental to the academic process: honesty, trust, fairness, respect, and responsibility (University of San Diego, 2000).

- **Honesty** involves ethical behavior and abstaining from deceit in all academic work.
- **Trust** involves having confidence in the integrity, ability, character, and truth of a student's work (assignment, paper, project, test, etc).
- **Fairness** involves all students having an equal chance at learning and participating in educational endeavors, and includes abiding by standards that are applied to everyone in an equitable manner.
- **Respect** involves courteous regard, principled obedience, and proper concern for the welfare of other students, instructors, and oneself.
- **Responsibility** involves taking charge of and being accountable for one's own honesty, reliability, trustworthiness, and integrity.

Students are expected to maintain the highest standards of honesty and integrity in all academic matters.

Expected behaviors which illustrate honesty, trust, fairness, respect, and responsibility include, but are not limited to:

- Acknowledging indebtedness and providing proper credit when using another's ideas, discoveries, words, pictures, graphics, etc. (if unsure, seek guidance from instructors, librarians or the LAC on how to acknowledge the contributions of others within your writing.)
- Doing one's own work to receive an honest grade.
- Coming to an exam prepared and only using material and aids authorized by the instructor.
- Participating fully in group projects in which everyone receives a single grade for the work of the whole.
- Completing graded assignments and take-home tests without unauthorized collaboration.
- Reporting knowledge of intended cheating or actual witnessed cheating.

Cheating, allowing others to cheat, plagiarizing, and lying are serious academic offenses that are subject to disciplinary action. Lack of awareness or understanding of what constitutes academic dishonesty will not be excused. *(If you are unsure of anything in this document, please contact your instructor or advisor immediately for clarification.)*

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Radiologic Technology Program

Policy: ACADEMIC INTEGRITY

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Revised: 7/12

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Example behaviors of academic dishonesty include, but **are not limited to**:

- Plagiarizing by claiming parts or entire works of another as one's own without providing proper credit. This includes downloading, buying, or having another write your papers, reports, speeches, homework, etc.
- Plagiarizing by submitting a paper or assignment when someone else made extensive corrections or rewrote it without informing the instructor of the extent of that help.
- Self-Plagiarizing by submitting a paper written in an earlier course or using the same paper for two courses.
- Cheating by obtaining specific test content beforehand or by bringing information not preapproved by the instructor into the testing area.
- Cheating by getting answers from another or from a cell phone, Internet, or other device not allowed by the instructor.
- Lying about attendance, missed exams, late papers, etc. to receive time extensions to study, hand in papers, receive credit for late work, etc.; thereby asking for unfair advantage over fellow students.
- Attempting to dissuade fair, equitable, and appropriate grading.
- Lying and blaming others for one's own lack of effort, preparedness, and choices.
- Cheating by allowing another to copy your answers or to use your work as their own.
- Cheating by providing the answers or by doing the work for another on a graded assignment.
- Cheating by telling what is on a test to someone who should not have that information.
- Collaborating on a take-home test or assignment with others without permission from the instructor.
- Cheating by falsifying experimental data in a laboratory in order to get a better result or to feign an experiment that was not actually conducted.

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Policy: ACADEMIC INTEGRITY ~ PROCESS AND SANCTIONS

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Revised: 7/12

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PROCESS:

Step 1: The instructor will raise the concern quickly and directly with the student to determine if the action was knowing and intentional.

Step 2: The instructor will consult with the office of the Academic Vice President to discover whether the student had any previous academic integrity issues.

Step 3: The instructor will determine and implement the appropriate sanction for the offense:

- Warning/repair
- Fail test/assignment
- Fail Course

Step 4: Regardless of sanctions determined, the instructor will file an academic incident report and copy the Academic Vice-President and the Director of Student Services.

Step 5: If the instructor determines that the student fails the course, the student will be notified and copies sent to the Academic Vice-President and the Records Office, so the student cannot withdraw from the failed course.

Step 6: If the student receives two academic integrity reports, the Academic VP will arrange an appointment with the student to discuss next possible sanctions as outlined below.

SANCTIONS:

- **First incident:** The instructor determines and implements appropriate sanction.
- **Second incident:** The instructor determines and implements appropriate sanction. The second incident report alerts the Academic Vice President who will meet with the student to determine possible further action to include reprimand, probation, suspension or expulsion for having committed two academic infractions.
- **Third incident:** The instructor determines and implements appropriate sanction. The third incident report alerts the Academic Vice President, who will alert the College President of the third offense. They will determine whether the student is suspended or expelled for repeated disregard for academic integrity.

Procedures outlined in the NCCC Code of Conduct, Section 4-“Formal Procedures Regarding Alleged Violations of the Code of Conduct by a Student” will be followed with the exception that 1) academic misconduct will be addressed by the Vice President of Academic Affairs and 2) student appeals of academic integrity sanctions will be presented to the sitting Academic Policy and Standards Committee. University of San Diego. Center for Academic Integrity. (2000). Principles of Academic Integrity. Retrieved from <http://ethics.sandiego.edu/eac/Summer2000/Reading/Principles.html>

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Policy: DUE PROCESS ~ ACADEMIC GRIEVANCES

Page: 1 of 1

Revised: 7/12

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In the event of a conflict between an instructor and a student, the student is encouraged to informally speak to the instructor to reach an amicable solution within 10 business days. If a solution is not reached, an informal meeting may be scheduled with the Departmental Coordinator, Program Director or their representative.

After the informal procedure has been exhausted, a formal complaint may be made in writing. The proper appeal route to use to solve the problem is:

- The instructor;
- The appropriate Program Director or Coordinator;
- The Vice President for Academic Affairs;
- The President of the College.

If the student is found in violation of the Code of Conduct; the formal academic process is available to the student and can be found in the North Country Community College Catalog. The Catalog is available at www.nccc.edu and within the “College Policies” section you will find Code of Conduct, which includes detailed information in Section IV: Formal Procedures regarding the appropriate course of action to follow.

North Country Community College
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Policy: ATTENDANCE

Page: 1 of 1

Revised: 7/12

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The classroom experience involving interaction with instructors and students is a vital component of the learning process and college experience. Therefore, students are expected to attend all scheduled classes and meetings. Each instructor maintains a policy of class attendance. Students must attend classes and adhere to the instructor's course attendance policy. Students are responsible for meeting all academic requirements of a course and following the attendance policy announced by individual instructors. This policy will be announced during the first class meeting and will be explicitly stated in the course syllabus.

The College supports the following attendance guidelines:

- The instructor may assess a penalty to a student's grade for any absence.
- The instructor may count excessive tardiness or early departures as absences.
- If the student misses more than 20% of class meetings, absence may be considered excessive by the instructor and may result in a student either receiving an "F" or being requested to withdraw (W) from the course by the instructor, which may in turn affect Financial Aid. Students who register for a course and do not attend or stop attending, must officially drop or withdraw from the course within the announced deadlines, or they will receive an "F".

Absence does not excuse the student from responsibility for class work or assignments missed. Instructors, at their own discretion, may establish procedures to allow students who have been absent for valid reasons to make up missed class work. Students who require a lengthy absence from school due to illness, family emergencies, or other situations should contact each of their instructors and the Vice President for Academic Affairs prior to making a decision concerning their NCCC education.

Disputes arising from this policy shall be worked out between the student and the instructor.

Absence Due to Religious Beliefs

No student will be expelled from or be refused admission because of his or her religious beliefs.

A student who is unable, because of their religious beliefs, to attend classes on a particular day or days will, because of such absence on the particular day or days, be excused from any examination or any study or work requirements. Students must inform instructors in advance and make alternative arrangements for meeting course requirements.

North Country Community College
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Policy: CLASSROOM CONDUCT

Page: 1 of 1

Revised: 7/12, 7/17

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All students have a right to learn and faculty have the right to teach; therefore it will be expected that all students conduct themselves in a manner that does not interfere with this process. Behaviors that are perceived to be disruptive, disrespectful, offensive and/or threatening will not be tolerated.

In accordance with the Preamble of the NCCC Code of Conduct, the College is committed to the well-being of all members of the College community – students, faculty, staff, and the family at large. The Code reflects that which appropriate, reasonable, and considerate conduct is for all members of the College community.

Listed below are examples of behaviors and/or situations that the College deems disruptive, disrespectful or inappropriate for the learning environment. These learning environments include, but are not limited to classrooms, video classrooms, computer labs, and online learning forums.

- Continual tardiness
- Continual exiting from class
- Persistent side conversations
- Inappropriate or offensive language or gestures
- Inappropriate monopolizing of class time or discussion
- Incivility and disrespect of other's ideas and opinions
- Eating meals in class
- Distracting, inappropriate behavior
- Dressing in a manner not socially acceptable or befitting the various College activities (refer to Section 11 of the Code of Conduct)
- Bringing children to class (refer to "Children on Campus" section)

The following are deemed *inappropriate use of technology* in class:

- Texting or other electronic messaging during class
- Using electronic devices in a non-class related manner
- Allowing audible noises from electronic devices to disrupt the class
- Recording or photographing class without prior permission of the instructor
- Inappropriate postings on any social network or disrespectful emails and/or other electronic communications.

These lists are not inclusive of all disruptive or inappropriate behavior. We ask that you adhere to the College Code of Conduct and commit to a positive and productive learning environment for the entire College community. If you are in violation of these Classroom Standards and the Code of Conduct, you can be asked to leave the class by your instructor or a college official and an Incident Report will be filed. The filings of Incident Reports on an individual indicate a misconduct problem which will be formally addressed by College Officers.

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Policy: RADIOLOGIC TECHNOLOGY PROGRAM COMMUNICATION Page: 1 of 1

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Again, North Country Community College provides an e-mail account to each student. This is the only e-mail address that will be used to send you important notifications and information from the College and faculty. You are responsible for checking your College e-mail account on a regular basis.

In addition, all students are required to ensure that their physical contact information is current such as appropriate mailing address and telephone number. The Program is not responsible for the potential loss or mishandling of documentation due to incorrect information.

All Radiologic Technology faculty use the student portal as a means to effectively convey information, post pertinent resources and documents grades. It is your responsibility to effectively monitor both your e-mail and student portal.

Students are responsible for understanding how to access the student portal to include submission of assignments, accessing courses for document retrieval and maintaining their privacy of their username and password. Students should not allow another student to utilize their portal access unless they have fully logged out of the system.

North Country Community College
Radiologic Technology Program

Policy: PROFESSIONAL BEHAVIORS

Page: 1 of 2

Revised: 7/12

Reviewed: 8/14, 7/18

Appropriate professional behaviors are expected of all students. Experience shows that behaviors demonstrated in the classroom do carry over into clinical practice. When you meet with your advisor, these professional behaviors will be reviewed and assessed (Western Wisconsin Technical College, 2004).

Four professional behaviors are identified. These are expectations of you that apply equally in the classroom and clinic. Each is clarified with a list of supporting behaviors. This list is not intended to be all-inclusive.

1. *Demonstrate dependability and punctuality.*

- ✓ Attend all classes, labs, and scheduled appointments with advisor.
- ✓ Arrive for class, lab, and clinical with ample time to be prepared to participate at the designated starting time.
- ✓ Leave class, lab, and clinical at the stated time or when dismissed.
- ✓ Contact instructor by phone or e-mail prior to absence from class.
- ✓ Complete and turn in assignments on time.
- ✓ Accept responsibility for actions and outcomes.
- ✓ Take full advantage of time available in labs by staying on task and involved. Use time effectively.

2. *Work effectively and respectfully in the clinical setting*

- ✓ Stay in assigned areas unless permission granted by College staff or Clinical Instructor.
- ✓ Accept assignments from Clinical Instructor that commensurate with capabilities.
- ✓ Attend to the comfort and safety of all patients.
- ✓ **Continually maintain patient confidentiality.**
- ✓ Minimize personal business while in the clinical setting.
- ✓ Demonstrate a positive attitude toward feedback and develop a plan of action in response to feedback
- ✓ Critique own performance and share that self-assessment.
- ✓ Maintain professional demeanor at all time.

3. *Work effectively and respectfully with peers and instructors demonstrating mature communication skills*

- ✓ Avoid interrupting others
- ✓ Respond during interactions using appropriate verbal and non-verbal style
- ✓ Communicate in a respectful manner.
- ✓ Share fully with project partners in accomplishing assigned task.
- ✓ Use correct grammar and expression in verbal communication.
- ✓ Avoid use of offensive statements, language or actions.
- ✓ Write legibly and complete assignments with acceptable quality.
- ✓ Listen actively.
- ✓ Accept limits to own knowledge on subject matter.
- ✓ Consult with instructor when a student's behavior endangers another member of the class or in the event of an ethical breach of conduct.

4. *Assume responsibility for personal and professional growth*

- ✓ Recognize problem or need.
- ✓ Assume responsibility for own actions.
- ✓ Demonstrate a positive attitude toward feedback.
- ✓ Maintain an open line of communication with individual offering critique.
- ✓ Develop a plan of action in response to feedback.
- ✓ Assume responsibility for all learning.

North Country Community College
Radiologic Technology Program

Policy: ASRT CODE OF ETHICS

Page: 1 of 1

Revised: 7/12

Reviewed: 8/13, 8/14, 8/15

Ethical professional conduct is expected of every member of the American Society of Radiologic Technologists and every individual registered by the American Registry of Radiologic Technologists. As a guide, the ASRT and the ARRT have issued a code of ethics for their members and registrants. By following the principles embodied in this code, radiologic technologists will protect the integrity of the profession and enhance the delivery of patient care (Appendix B for NYSDOH/ARRT Guidelines)

Adherence to the code of ethics is only one component of each radiologic technologist's obligation to advance the values and standards of their profession. Technologists also should take advantage of activities that provide opportunities for personal growth while enhancing their competence as caregivers. These activities may include participating in research projects, volunteering in the community, sharing knowledge with colleagues through professional meetings and conferences, serving as an advocate for the profession on legislative issues and participating in other professional development activities.

By exhibiting high standards of ethics and pursuing professional development opportunities, radiologic technologists will demonstrate their commitment to quality patient care

- The radiologic technologist conducts himself or herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
- The radiologic technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socio-economic status.
- The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purpose for which they were designed and employs procedures and techniques appropriately.
- The radiologic technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
- The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
- The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team.
- The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
- The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
- The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.

North Country Community College
Radiologic Technology Program

Policy: DRUG ALCOHOL USE/ TESTING

Page: 1 of 1

Created: 7/17

Reviewed: 7/18

North Country Community College Radiologic Technology Program has a vital interest in maintaining a safe and healthy environment for our students, faculty, patients, and our clinical sites. Being under the influence of illegal drugs or alcohol poses serious safety and health risks to the user and others in their environment.

The use, sale, purchase, transfer, possession or being under the influence of alcohol or drugs poses unacceptable risks. North Country Community College Radiologic Technology Program has the right and obligation to maintain an illegal drug- and alcohol-free environment. If there is reasonable belief that a student is under the influence of alcohol, illegal or misused drugs, the student will be referred to the Student Life Office.

While drug and alcohol abuse is a medical problem, and often a legal problem, it is ALWAYS unacceptable in the Radiologic Technology Program. Most employers conduct pre-employment, random and for-cause testing, and we are simply following that professional practice as will be encountered in the professional arena.

Definitions:

Alcohol – means any beverage that contains ethyl alcohol (ethanol), including but not limited to, beer, wine and distilled spirits.

Drug Testing – means the scientific analysis of urine, blood, saliva, hair, breath or other specimens of the human body for the purpose of detecting a drug or alcohol.

Illegal Drug – means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not being used for the prescribed purpose; any over the counter drug being used at a dosage level other than recommended by the manufacturer or being used for a purpose not in accordance with bona fide medical therapy. Examples of illegal substances: marijuana, hashish, cocaine, heroin, methamphetamine, or phencyclidine (PCP).

Legal Drug – means any prescribed drug or over the counter drug that has been legally obtained and is being used for the purpose for which it was prescribed or manufactured.

Reasonable belief – means a belief based on objective facts sufficient to lead a prudent person to conclude that a particular student is unable to satisfactorily perform his or her duties due to drug or alcohol impairment. Such inability to perform may include, but is not limited to: decrease in the quality and quantity of production, judgment, reasoning, concentration and psychomotor control or marked changes in behavior. Deviations from safe working practices, sleeping in the class or clinical environment, and erratic conduct indicative of impairment are examples of “reasonable belief” situations.

North Country Community College
Radiologic Technology Program

Policy: PERSONAL ELECTRONIC DEVICES

Page: 1 of 1

Revised: 7/11, 8/12, 8/15, 7/16

Reviewed: 7/10, 8/13, 8/14, 7/18

Cellular phones, pagers, iPods, iPads, mp3 players, laptops, notebooks, tablets, beepers or similar devices are **not permitted to be turned on or used within the classroom or clinical setting.** These devices are extremely disruptive during class time and can interfere with medical devices in the clinical setting.

According to the 2014-2016 College catalog: “The following are deemed inappropriate use of technology in class:”

- Texting or other electronic messaging during class
- Using electronic devices in a non-class related manner
- Allowing audible noises from electronic devices to disrupt the class
- Recording or photographing class without prior permission from the instructor
- Inappropriate postings or disrespectful emails and/or other electronic communications

In addition, you will only be allowed to use a basic function calculator for any Radiologic Technology course and its associated exams; which you are responsible for providing. You will not be allowed to utilize any other type of calculator or personal electronic device for an exam; nor will you be allowed to share a calculator. During any Radiologic Technology exam or quiz, all handbags, backpacks and other personal items are to be left in the front of the room.

You will be required to sign an acknowledgement form regarding electronic devices in which a copy will be provided to you for your records.

North Country Community College
Radiologic Technology Program

Policy: GRADE POINT AVERAGE (G.P.A.)

Page: 1 of 1

Revised: 7/12

Reviewed: 8/13, 8/14, 8/15

Students in the Radiologic Technology program are **required** to maintain a 2.0 GPA in each of the core Radiologic Technology courses and required science courses (BIO 215/216) in order to progress in the program. A minimum of 70 credit hours with a cumulative grade point average of 2.0 for all courses taken is required for graduation.

For more information on the NCCC grading system and computation of cumulative averages please refer to individual course syllabi and the College catalog located on the website.

North Country Community College
Radiologic Technology Program

Policy: DISMISSAL

Page: 1 of 4

Revised: 7/10, 7/12, 8/13

Reviewed: 7/11, 8/14, 8/15, 7/16, 7/18

Students in the Radiologic Technology Program may be dismissed from the program for a variety of reasons. The majority of these are clearly defined in the Group I section of the Disciplinary Action Counseling Report (on the following pages).

In addition, students may be dismissed for the following reasons:

- If a student fails to achieve a C (73) or higher on two of the three RAD 120 practical exams.
- Failure to maintain a C (73) or better GPA in all Radiologic Technology core courses and required Science courses.
- If a clinical affiliate requests that a student permanently leave that site due to valid reasons; the student will be unable to continue within the program.
- If a student fails the semester competency during their first summer session or the terminal competency during their second spring semester.

North Country Community College
Radiologic Technology Program

Policy: DISMISSAL

Page: 2 of 4

Revised: 7/10, 7/12, 8/13, 8/14

Reviewed: 7/11, 8/15, 7/16, 7/18

Disciplinary Action Counseling Forms can be completed by clinical site staff or program faculty as soon as any of the following misconducts are known and reported to appropriate course instructor. Student may be counseled in both the clinical and college setting.

GROUP I

ANY OF THESE ACTIONS CAN RESULT IN IMMEDIATE DISMISSAL FROM THE PROGRAM

1. Possessing or under the influence of illegal drugs or alcohol while at the clinical site or on College property. Presenting to the clinical site smelling of alcohol, excessive smoke or with extremely poor hygiene whereas the clinical site refuses you to attend due to the lack of professionalism demonstrated.
2. Theft, abuse, misuse or destruction of the property or equipment of any patient, visitor, student, hospital or hospital employee, College or College employee.
3. Disclosing *confidential* (diagnosis/exam) and *non-confidential* (size, appearance, actions, etc.) information about any patient; regardless of whether blatant identifiers were used (i.e., date of birth, examination date, hometown, etc.) or even just general observations are not acceptable and do not maintain patient confidentiality or instill a professional image. Students will not discuss or post any information about faculty, peers, patients, family members, or any clinical facility on any electronic/social media venue (i.e. Facebook, Twitter, Instagram, cell phones, etc.). Nor will they leave/save any patient, family, faculty, clinical facility or student information on any open access desktop or hard-drive.
4. Pictures taken of radiographic images or other hospital documentation is strictly prohibited and if found will result in immediate program dismissal with ethical misconduct reports to be sent to the ARRT, ASRT and NYSDOH.
5. Immoral, indecent, illegal, or unethical conduct on hospital or College property.
6. Possession of weapons, wielding or threatening to use any type of weapon on hospital or College property.
7. Assault on any patient, visitor, student, hospital or College personnel.
8. Misuse or falsification of patient, student, hospital or College records.
9. Removal of patient, student, hospital or college records without authorization.
10. Plagiarism or any academic dishonesty identified.

11. Engaging in disorderly conduct that could ultimately threaten the physical well-being of any patient visitor, student, and hospital or College personnel.
12. Insubordination and refusal to follow instruction.
13. Inconsiderate treatment of patients, visitors, students, hospital or College personnel.
14. Failure to perform responsibilities or to exercise reasonable care in the performance of responsibilities.
15. Violation of safety rules and regulations or failure to use safety equipment provided.
16. Unauthorized use of equipment.
17. Threatening, intimidating, and coercing other students, patients, visitors, or hospital or College personnel.

GROUP II

1. Lack of appropriate level of performance following documented discussion with faculty and/or clinical staff to include, but not limited to the following (i.e. negative attitude, lack of motivation, inappropriate communication, failure to accept constructive criticism and overall unprofessional conduct)
2. Leaving clinical area without proper authorization.
3. Sleeping during scheduled clinical hours.
4. Restricting or impeding clinical output.
5. Unexcused absences. (Failure to notify Clinical Instructor or clinical site designee and course instructor via e-mail)
6. Improperly recording clinical time on one's own or another's time sheet
7. Failure to be ready for clinical assignment at starting time.
8. Smoking in restricted areas.
9. Unauthorized soliciting, vending, or distribution of written or printed matter.
10. Individual acceptance of gratuities from patients.
11. Inappropriate dress or appearance.
12. Failure to follow program policies regarding direct and indirect supervision while performing radiographic exams.
13. Possession and utilization of personal electronic devices (including laptops, e-readers, etc.) while in the clinical setting with the exception of break or lunch (if allowed by the clinical site).

Group II infractions will result in the following actions:

- 1st Report: Written warning and counseling; 5 point deduction from final course grade
- 2nd Report: Written warning and counseling; 10 point deduction from final course grade
- 3rd Report: Failing final course grade and program dismissal

It should be understood that there will be sufficient and proper documentation maintained at all levels for either Group I or Group II offenses. Group II offenses are sequential. The first report, regardless of the infraction, counts as 1 offense. If another infraction occurs, regardless of identifier, counts as a second infraction.

For example, the student is appropriately counseled for “engaging in disorderly conduct that could ultimately threaten the physical well-being of any patient, visitor, student, hospital or college personnel” resulting in their first report. If the student commits the same infraction or any other infraction, this will be assigned a 2nd report.

A formal academic appeals process is available to the student and can be found in the North Country Community College Catalog and will be reviewed with the student. The Catalog is available at www.nccc.edu and within the “College Policies” section you will find Code of Conduct, which includes detailed information in Section IV: Formal Procedures regarding the appropriate course of action to follow.

North Country Community College
Radiologic Technology Program

Policy: PROGRAM RECORD MAINTENANCE

Page: 1 of 1

Revised: 7/12, 8/15, 7/16

Reviewed: 8/13, 8/14

A master folder is maintained for each student while participating within the Radiologic Technology program. This folder includes records relating to didactic, laboratory and clinical performance and can be composed of hardcopy or electronic documents such as the following:

1. Clinical Performance Student Evaluation and Competency Evaluation Forms:
These forms, which are completed by the clinical instructor or their designee, are reviewed with the student either on a daily or monthly basis, dependent upon item. These are stored in the student's master folder which is filed in the Radiologic Technology department.
2. Examination Record Form and Clinical education hours,
The record form indicates which exams the student has proven competent to perform. The clinical education hour's form maintains a permanent record of the student's total clinical hours. Both forms are also stored in the master folder which is filed in the Radiologic Technology department.
3. Disciplinary Action Counseling Report
A report will be initiated by program faculty and/or clinical instructor if at any time in the program a specified negative event occurs. The report will be kept in the student's master folder which is filed in the Radiologic Technology department.

In addition, the following items are also maintained:

4. Program Radiation Exposure Report
Quarterly reports are reviewed with the student and subsequently date initialed and are stored in the Radiologic Technology department.
5. New York State Department of Health Statistics Forms
These forms convey information pertaining to students entering and leaving the program to the NYS Department of Health and are filed in the Radiologic Technology department.

North Country Community College
Radiologic Technology Program

Policy: PROGRAM SELF-EVALUATION

Page: 1 of 1

Revised: 7/10, 8/13, 8/14, 8/15, 7/17

Reviewed: 7/11, 7/12, 7/18

The program will conduct an annual self-evaluation of its effectiveness in meeting its goals.

Methodology will be as follows:

- A year after graduation, the program will conduct a graduate follow-up evaluation on each graduate of the most recent class. Data received will be collected and analyzed for strengths and weaknesses in the program's effectiveness in meeting its mission. A report on the graduate follow-up will be shared with communities of interest.

- During the fall semester following graduation, the program director will analyze current ARRT exam scores. A report will be generated that documents College pass rate, College scoring as compared to national scoring, historical cohort data for comparison and retention/attrition rates. This information will be shared with communities of interest as per ARRT requirements

North Country Community College
Radiologic Technology Program

Policy: RECORDS ACCESS

Page: 1 of 1

Reviewed: 7/10, 7/11, 8/13, 8/14, 8/15

Revised: 7/12, 7/18

It is the policy of the program that all program-related records kept on any individual student are available for inspection by that student within 24 hours after receipt of written/signed inquiry. Records will not be removed from the program office for any reason other than at the request for of the Vice President of Academic Affairs or President of the College in regards to an academic issue.

Students that wish to see their records should draft a formal written request and submit it to program faculty. A mutually acceptable appointment will be made between program faculty and the student within 24 hours. Student records are treated as confidential to third parties. Information will only be released to others with the student's written permission.

Records release forms can be obtained from the Records Office.

North Country Community College
Radiologic Technology Program

Policy: RELEASE OF INFORMATION

Page: 1 of 1

Created: 8/14

Reviewed: 8/14, 8/15

This form is an example of an authorization to release your clinical requirement information/health records to healthcare facilities with which North Country Community College has an Affiliation Agreement and Radiologic Technology students are being educated.

This release will be in effect until your last clinical date in the Radiologic Technology Program.

The information release includes:

Name

Address ~ telephone number

Current Physical records

Immunization records; including titer results

Date of last tetanus booster

Hepatitis B signature form with associated documents (if required)

Varicella/Zoster signature form with associated documents (if required)

PPD or CXR results

Date of Basic Life Support/Healthcare Provider course

Professional Liability Insurance

Confidentiality signature form

*And any additional information that a clinical facility may require

At this time, the clinical affiliates for the Radiologic Technology Program at North Country Community College are not requiring the College/students to provide a National Background check, criminal, and/or sex offender reports. If the clinical site requests such documentation; they have historically paid, reviewed and retained all information received from such checks. The College does not receive any information in relation to these requests.

In addition, the clinical affiliates for the Radiologic Technology Program at North Country Community College are not requiring the College/students to provide drug screening, but it does not preclude an affiliate from seeking permission (with just cause) to, perform, review and retain all information related to such.

You will be notified if you are denied participation in the clinical rotation due to information provided to the healthcare clinical facility.

You will be given an official document to sign and a copy will be returned to you.

North Country Community College
Radiologic Technology Program

Policy: HEALTH PHYSICAL

Page: 1 of 1

Revised: 7/11, 8/14, 8/15, 7/17

Reviewed: 07/10, 7/12, 8/13, 7/18

The College, program, and clinical education settings may require that students have a health physical **every 6 months** performed by their family physician and at their own expense. This applies to both first and second year radiologic technology students. Due to the scheduling challenges a student may encounter while attempting to arrange an appointment, four hours of clinical time is available to complete this requirement.

Students entering the program are required to submit all of their health record requirements as per programmatic guidelines. Failure to comply may result in the student being removed from the program.

Second year students are required to have their yearly physical completed prior to the expiration date of their current physical (you will be provided this information). The completed health physical forms must be submitted to Scott Stringer as soon as possible. Students cannot attend clinical education unless all of the required documentation has been received, reviewed and submitted to the clinical site for their approval. Failure to comply will result in a student being removed from clinical education until all requirements are met. Any time missed will be charged against a student's bank hour allotment.

An additional copy of your health physical and required documents must be kept within your clinical binder.

* At any point throughout the program, if a students' abilities are compromised for any reason (ex: injuries, surgery, etc.) additional medical clearance may be required in order to attend clinical.

North Country Community College
Radiologic Technology Program

Policy: IMMUNIZATIONS and TB SKIN TEST

Page: 1 of 1

Revised: 8/14

Reviewed: 8/12, 8/13, 8/15, 7/16, 7/18

The College, program, and clinical education centers require that all students in the program have the following immunizations: **Rubeola (Measles), Rubella (German measles), and mumps**. Radiology students exempt from the immunization due to birth date prior to 1/1/57 must provide information only concerning rubella immunization or rubella antibody titer.

All clinical education centers affiliated with the program require that students have a yearly Mantoux TB skin test. In addition, each clinical setting may require additional health related documentation that must be completed dependent upon facility protocol.

All forms concerning immunizations and TB skin tests are required to be on file in the office of the health records officer no later the start of the semester (for 1st year students) and prior to the current expiration date for 2nd year students. Failure to comply will result in the 1st year student not being allowed to attend classes and 2nd year students will not be allowed to attend clinical education until this has been completed and accepted. Any time missed will be charged against a student's bank hour allotment.

An additional copy of your immunizations and TB Skin Test must be kept within your clinical binder.

North Country Community College
Radiologic Technology Program

Policy: COMMUNICABLE DISEASE POLICY

Page: 1 of 1

Revised: 7/10

Reviewed: 7/11, 7/12, 8/13, 8/14, 8/15, 7/18

Due to the nature of the clinical work that the radiography student performs, it is evident that she/he may find her or himself caring for a patient with a communicable disease or one who has little or no immunity to a communicable disease. Therefore, it is the policy of this program that each student will follow the exposure control policies of the clinical education affiliate in which they are assigned.

Students developing signs or symptoms of communicable diseases that pose a hazard to the patients they serve or other clinical personnel, shall report this immediately to the hospital department personnel. If warranted a hospital incident / injury form must be completed and a copy sent to the health records officer of the college.

North Country Community College
Radiologic Technology Program

Policy: HEPATITIS-B VACCINE POLICY

Page: 1 of 1

Revised: 7/10

Reviewed: 7/11, 7/12, 8/13, 8/14, 8/15, 7/18

The Radiologic Technology Program at North Country Community College provides the following information to advise its students as to the risk associated with their chosen occupation so that each student may determine whether they wish to be vaccinated at their own expense.

Certain groups of health care workers are at risk of contracting Hepatitis-B through exposure to blood or accidental inoculation. An inactivated hepatitis-B vaccine has been developed to prevent hepatitis-B virus infection, a potentially fatal disease, in health care personnel. Studies on the safety and efficacy of the vaccine have shown it to be without serious side effects.

Hepatitis-B vaccine is unfortunately expensive -- approximately \$110 for the three doses -- in addition to the administration, follow up and serologic screening costs. Vaccination consists of three separate doses of the vaccine, given at time zero, 1 month and 6 months. Optimal protection is not conferred until after the third dose. For more information, contact the Program Director.

North Country Community College
Radiologic Technology Program

Policy: INFLUENZA

Page: 1 of 1

Created: 8/13

Reviewed: 8/13, 8/14, 8/15, 7/17

Public health and Health Planning Council (PHHPC) Public Health Law Sections 225, 2800, 2803, 3612, and 4010; which are now located in a new Section 2.59 of the State Sanitary Code within Title 10 of the New York Code Rules and Regulations (10 NYCRR) entitled; “Prevention of influenza transmission by healthcare and residential facility and agency personnel.”

All students must receive an influenza vaccine. If they are unable to, due to a medical exemption (as defined in the above document and will be provided to students upon request), a medical professional must sign off on a New York State Department of Health Medical Exemption Statement for Health Care Personnel for Influenza Vaccine. The student will then provide the original signed document to the health officer at the College which will then be transmitted to the clinical site.

If a student is found to be in compliance with a medical exemption; it is their responsibility to purchase and consistently wear a procedure or surgical mask at all times during their clinical rotation during flu season.

Please note that flu season historically has run from 11-22 weeks. The NYSDOH Commissioner might designate influenza “prevalent” in specific areas thereby effectively increasing the amount of time a mask would be required to be worn.

Students can be dismissed from clinical due to non-compliance per NYSDOH.

An additional copy of your influenza documentation must be kept within your clinical binder.

North Country Community College
Radiologic Technology Program

Policy: PREGNANCY

Page: 1 of 1

Revised: 5/12, 8/14, 7/16, 7/17

Reviewed: 7/10, 7/11, 8/13, 8/15, 7/18

If a North Country Community College Radiologic Technology student believes that she may be pregnant, she is **NOT REQUIRED** to formally declare her pregnancy. This is a totally voluntary declaration and may be revoked by the student at any time by way of formal written notification. Removal of the original declaration of pregnancy notification negates this policy.

If the student determines she would like to declare pregnancy, a declaration of pregnancy must be made in writing to the Program Director. Upon receiving the written declaration the Program Director will initiate the following procedure to ensure that the unborn fetus does not receive a dose in excess of that given in 10 CFR 835:

1. Obtain a second personal dosimeter (fetal) to be worn at waist-level.
2. Restrict monthly gestational dose to less than 0.5 rem or 50 mrem (500 mrem during the entire gestation).
3. Obtain physician's permission to continue in program related activities both during gestational period, and before returning to normal educational activities after delivery.
4. The student will be counseled on radiation protection concepts and procedures and documented on the Pregnancy Counseling form.

A student will be allowed to continue in the program without interruption if they choose. If they voluntarily withdraw from the program due to pregnancy, they will have the opportunity to re-apply to the program. Acceptance will be based on space provided and application status of the potential cohort.

North Country Community College
Radiologic Technology Program

Policy: RADIATION PROTECTION/MONITORING

Page: 1 of 1

Revised: 7/11, 5/12

Reviewed: 7/10, 8/13, 8/14, 8/15, 7/18

Student use of ionizing radiation in the College energized x-ray laboratory and the affiliated clinical facilities shall be in accordance with:

1. Requirements established in Part 16. Section 16.56 “Ionizing Radiation. State Sanitary Code.”
2. Criteria established in NCRP Report No. 157 (2007) “Radiation Protection in Educational Institutions.”
3. Students **are not** permitted to operate x-ray equipment except under the supervision of program faculty or hospital staff technologists.
4. All individuals working in radiation exposure areas shall wear radiation-monitoring devices. The device will be worn at the collar and be visually exposed when wearing a lead apron. This procedure is mandatory for hospital x-ray departments as well as the college lab, and **no person** shall be permitted to work in these areas without wearing a designated badge.
5. The current report shall be inspected and date initialed in confidence by each respective student. All radiation exposure reports will be filed in the program department.
6. Individuals will be charged replacement cost for lost or damaged film badges.
7. Persons in the room during radiation exposures must avail themselves of the control area protective barriers, and the doors to the x-ray room must be closed.
8. **A human shall never be exposed to radiation for demonstration purposes.** Phantoms are available for checking or establishing techniques or demonstrating technical factors.
9. A student in fluoroscopy must wear an appropriate leaded apron.
10. The Program Director or designee is responsible for the distribution, collection and maintaining of exposure records.
11. The program control badge is located in foyer of the x-ray lab.
12. It is **strictly prohibited** for anyone (students or faculty) to intentionally expose control or personnel badges. Any student caught doing this will be automatically dismissed from the program.
13. If an individual's quarterly exposure is greater than **1250 mrem**, a member of the program faculty will notify the individual and discuss possible explanations as to why the reading is high. The faculty member will counsel the individual and attempt to modify the behavior that has led to this situation. If quarterly film badge readings continue to exceed **1250 mrem**, the program's Medical Director will be notified. Failure to correct radiation safety issues may result in dismissal from the program.

North Country Community College
Radiologic Technology Program

Policy: ENERGIZED LABORATORY SUPERVISION

Page: 1 of 1

Revised: 8/15, 7/18

Reviewed: 8/13, 8/14

Student utilization of energized laboratories must be under the supervision of a qualified radiographer who is readily available.

“Readily available” is interpreted as the presence of a qualified radiographer within the North Country Community College energized laboratory area to include the control room, foyer, staff offices, and/or any area located within the laboratory.

Students are not allowed in the College energized laboratory unless a qualified radiographer is present.

In addition, no other non-Radiologic Technology College student, employee or visitor is allowed in the energized laboratory unless accompanied by a qualified radiographer and has a valid purpose; College tour or equipment maintenance.

North Country Community College
Radiologic Technology Program

Policy: NYSDOH TEMPORARY LICENSE

Page: 1 of 1

Revised: 7/12, 8/15

Reviewed: 8/13, 8/14

According to New York State Department of Health Part 89 “Practice of Radiologic Technology”, (Statutory Authority: Public Health Laws, Sections 3504, 3510(1)(g), 3502(4), 3507(2) and (7); section 89.12 “Issuance of a temporary permit”

- (a) “A temporary permit is a document issued by the department that allows an individual who qualifies under Section 3505 of the Public Health Law to practice radiologic technology pending an examination. The permit shall be in effect for 180 days from the date of issue. It shall expire 10 days after notification by an accrediting organization that the individual has failed to pass the qualifying examination. An individual with a temporary permit does not qualify for intravenous contrast administration certification.”
- (b) “The department may issue a temporary permit to an applicant who has been discharged from active duty with the Armed Forces of the United States or has satisfactorily completed an accredited course of study located outside the State of New York, within one year preceding the date of application, who otherwise qualifies for admission to examination and provides a copy of the examination admission letter for an approved accrediting organization.”

Section 89.10 “General Provisions”

- (a) To qualify for a license to practice as a radiologic technologist, an applicant shall fulfill the following requirements in a manner acceptable to the department (NYSDOH):
 1. File an application on a form prescribed by the department along with a nonrefundable license fee of one hundred twenty dollars; \$120
 2. Submit documentation that the applicant has successfully completed an education program in radiologic technology that is registered with the department, the State Department of Education, or an accrediting organization approved by the department;”
 3. Submit evidence that the applicant has passed an examination administered by an accrediting organization approved by the department with a passing grade, as determined by the department.
 4. Must be at least 18 years of age.

Please note: If you do not apply for a NYSDOH temporary license and successfully complete the ARRT exam and then decide you want to work in NYS; you MUST apply for NYSDOH BERP licensure. You will not be mailed any state licensure information with your ARRT examination documents.

You can secure NYSDOH BERP licensure application documents from the following link <https://www.health.ny.gov/forms/doh-372.pdf> You will then print out the documents, complete all pertinent information and submit as directed with appropriate monies. This transaction could take up to **4 weeks**, so if you know you may possibly work in NYS make sure to apply for a NYS temporary license as this will allow you to work without delay once you pass the ARRT exam.

North Country Community College
Radiologic Technology Program

Policy: REFERENCE REQUEST

Page: __1__ of __1__

Created: 8/14

Reviewed: 8/14, 8/15

Requests for References from Faculty

When a student needs a letter of reference, faculty members may be contacted to provide the reference. The following guidelines should be adhered to by the student as a professional courtesy to the faculty:

1. Request faculty permission prior to listing their name on a resume as a reference.
2. Provide information about the position or scholarship for which you are applying.
3. Provide any forms provided by the requesting facility and have your name on the form.
4. Provide information about yourself that will assist the faculty member in writing a reference letter e.g., GPA, list of awards and activities, goals, etc.
5. If a specific type of information is required, please let the faculty know what information will be most helpful.
6. Include the name of the individual who will receive the reference.
7. Provide a stamped addressed envelope.

Clinical Education Policies and Procedures



North Country Community College
Radiologic Technology Program

CLINICAL POLICIES AND PROCEDURES

Policy: PURPOSE

Page: 1 of 1

Reviewed: 7/12, 8/13, 8/14, 8/15

Clinical Education is an integral part of the curriculum of the Radiologic Technology Program at North Country Community College. It is during the clinical education component that the student is given the opportunity to apply knowledge and skills learned in the classroom/laboratory setting to actual patients. This is done under the supervision of a Clinical Instructor, or their designee, who is a Registered Radiologic Technologist at each clinical site.

North Country Community College
Radiologic Technology Program

Policy: TECHNICAL STANDARDS

Page: 1 of 1

Revised: 8/07

Reviewed: 6/08, 7/09, 7/10, 7/11, 7/12, 8/13, 8/14, 8/15

As you begin your education and career in Medical Radiography, it is important for you to know what will be expected of you in terms of required physical demands and general skills and abilities in your educational experience and in the clinical setting. These skills and abilities are identified by the U.S. Department of Labor, the American Registry of Radiologic Technologists (ARRT) and the American Society of Radiologic Technologists (ASRT) as being essential for an individual to demonstrate and possess so they are capable of performing all of the tasks associated with Medical Radiography.

Please read through the following pages carefully. If you feel that you cannot perform any of the tasks listed, please contact the Radiography Program for clarification and further discussion.

1. If patient is able to move, assist patients move from stretcher/wheelchair to examination table and from examination table to stretcher/wheelchair (push/pull/lift with 20 to 30 lbs of force).
2. If patient is unable to move, move and/or lift a patient safely from stretcher/wheelchair to examination table and from examination table to stretcher/wheelchair (occasionally lift up to plus or minus 100 lbs, frequently lift weights of 20 lbs).
3. Lift/move imaging equipment accessories (push/pull/lift with 20 to 30 lbs of force).
4. Move overhead X-ray tube into appropriate position/ orientation over the patient (move device located approximately 6 feet from the floor.)
5. Manipulate the various levers, switches and controls associated with equipment in the Radiology department which requires fine motor skills.
6. Read/understand/interpret standard printed text as well as instrumentation (dials, meters, read-out devices).
7. Visually detect the range of image brightness difference present on radiographic images.
8. Function in an environment which is frequently stressful due to a patient being injured and/or in pain, and respond with the speed and accuracy of performance required within given situations.
9. Observe, visually and audibly, and report in writing when appropriate, a patient's condition (posture, facial expression, skin hue), often at distances in excess of 10 feet and often in subdued lighting.
10. Expeditiously and clearly communicate, in writing and verbally, with patients/staff by using conversational English and once learned medical and technical terms.

Please refer to (Appendix C) for specific documents from the US-DOL, ARRT and ASRT regarding skills and abilities required of a Radiologic Technologist.

North Country Community College
Radiologic Technology Program

CLINICAL POLICIES AND PROCEDURES

Policy: CLINICAL EDUCATION REQUIREMENTS

Page: 1 of 1

Revised: 8/13, 7/17

Reviewed: 8/14, 8/15

All Radiology students will be completing an extensive amount of clinical education. The total estimated amount of clinical time is roughly 1600 hours without compensation. The Master Clinical Site Assignment program policy can be found on page 50 and includes the following:

- The first winter session (RAD 125); students are required to complete 80 hours of scheduled clinical education time.

- The first spring semester (RAD 145); students are required to complete 80 hours of scheduled clinical education time.

- The first summer session (RAD 155); students are required to complete 480 hours of scheduled clinical time.

- The second fall (RAD 255) and spring semesters (RAD 265); students are required to complete 480 hours of scheduled clinical education time per session.

North Country Community College
Radiologic Technology Program

CLINICAL POLICIES AND PROCEDURES

Policy: CLINICAL COMPETENCY MASTER PLAN

Page: 1 of 2

Revised: 8/13, 7/17

Reviewed: 8/14, 8/15

To be eligible for ARRT primary certification students must demonstrate competence in specific clinical activities, as part of their educational program, as set forth by the ARRT.

The specifics include 6 mandatory general patient care activities, 32 mandatory radiologic procedures and 15 elective radiologic procedures. Students must also complete an off-hours clinical rotation, a CT rotation, an elective rotation, one semester and one terminal competency exam as part of their clinical education.

A complete listing of all mandatory and elective procedures is listed on the clinical competency requirement form in Appendix D. The following is a semester guide for competency completion

RAD 125 Clinical Education I

- One mandatory chest (P/L) routine

RAD 145 Clinical Education II (1st spring)

- One mandatory abdomen (supine/KUB)
- Two mandatory upper extremity (non-trauma)

RAD 155 Clinical Education III (1st summer)

- One mandatory chest AP (wheelchair or stretcher)
- Five mandatory upper extremities
- Five mandatory lower extremities
- One mandatory fluoroscopic study : Upper GI or BE
- One mandatory mobile chest
- One mandatory geriatric routine chest
- One mandatory geriatric upper extremity
- One mandatory geriatric lower extremity
- One semester competency exam

RAD 255 Clinical Education IV (2nd fall)

- Two mandatory trauma extremities (upper-non shoulder and lower)
- Three mandatory spine and pelvis (non trauma)
- One elective cranium
- One mandatory abdomen (upright)
- One mandatory trauma shoulder
- One mandatory pediatric chest (age 6 or younger)
- One mandatory chest and thorax: Ribs
- Two elective fluoroscopic study
- Two elective lower extremities
- Three electives of your choice
- CT Scan Rotation (64 hours)

North Country Community College
Radiologic Technology Program

CLINICAL POLICIES AND PROCEDURES

Policy: CLINICAL COMPETENCY MASTER PLAN

Page: 2 of 2

RAD 265 Clinical Education V (2nd spring)

- Two elective cranium
- One elective spine and pelvis trauma: Cross table lateral C-spine
- One mandatory spine and pelvis: Cross table lateral hip
- Two new mandatory spine and pelvis
- One mandatory surgical c-arm
- Two mandatory mobile studies : Abdominal and Orthopedic
- Five electives of your choice
- Off Hours rotation (32 hours)
- Elective rotation (32 hours)
- One terminal competency exam

North Country Community College
Radiologic Technology Program

CLINICAL POLICIES AND PROCEDURES

Policy: COMPETENCY REQUIREMENTS

Page: 1 of 1

Revised: 08/06, 7/11, 7/17

Reviewed: 8/07, 6/08, 7/09, 7/10,
7/12, 8/13, 8/14, 8/15

All clinical education courses in Radiologic Technology are competency based as per the American Registry of Radiologic Technologists Certification Handbook. This means that each student will be required to prove competent in 10 general patient care activities, 53 radiographic examinations that would be expected of an entry-level radiographer, and a terminal competency exam done at the end of the last semester of clinical education. In order to accomplish this goal, all procedures have been divided into categories. For each clinical course, a student is required to complete a certain number of competencies from a specific category.

Please refer to the Clinical Competency Master Plan in this handbook for specific competencies required for each clinical rotation (pages 50 - 51)

Please refer to Appendix D for Clinical Competency Requirements and categories as set forth by the ARRT

North Country Community College
Radiologic Technology Program

CLINICAL POLICIES AND PROCEDURES

Policy: MASTER CLINICAL ASSIGNMENT

Page: 1 of 1

Revised: 8/13, 7/16, 7/18

Reviewed: 7/09, 7/11, 8/14, 8/15

The following clinical settings are recognized for the North Country Community College Radiologic Technology Program:

- Adirondack Medical Center at Lake Placid and Saranac Lake*
- Alice Hyde Medical Center, Malone
- Canton Potsdam Hospital, Potsdam; EJ Noble Building, Canton; Greenfield Site, Canton*
- Carthage Area Hospital, Carthage
- Claxton Hepburn Medical Center, Ogdensburg
- Elizabethtown Community Hospital, Elizabethtown
- Lewis County General Hospital, Lowville
- Massena Memorial Hospital, Massena
- Moses Ludington Hospital, Ticonderoga
- River Hospital, Alexandria Bay
- Samaritan Medical Center, Watertown

* Please note: These clinical settings are designated as one facility even though they provide alternative clinical setting locations. Assigned students will be rotated through each specific location as required.

Assignment of students to a particular clinical education setting is based on the number of students compared to available staff. All clinical educational settings offer unique and valuable experiences.

In order to ensure an equitable clinical educational experience and provide students with sufficient opportunity to become competent in every facet of radiography, students must attend at least two different clinical sites. Students will be given the opportunity to select where they wish to attend clinical rotations, but it will ultimately be determined by program faculty based upon programmatic needs.

North Country Community College
Radiologic Technology Program

CLINICAL POLICIES AND PROCEDURES

Policy: APPEARANCE CODE

Page: 1 of 1

Revised: 8/06, 6/08, 7/09, 7/10, 7/12, 8/13, 8/15

Reviewed: 8/07, 7/10, 8/14

The general intent of this code is to present a professional and hygienic appearance to our patients and co-workers. Each student will have as a standard part of his/her uniform:

1. North Country Community College assigned personal dosimeter
2. North Country Community College student ID name tag
3. Pen and pocket size notebook
4. Right and Left lead markers with initials

All students (male and female) are required to dress in a **hunter green scrub top**, with a **North Country Community College patch** sewn to the left upper sleeve, and **black scrub pants**. A black lab coat is optional, but also must have a patch sewn to the left upper sleeve if worn. Uniforms are purchased independently and should meet the above guidelines. Please see program faculty if you have questions.

Students' footwear should consist of a high percentage of black color, as sneakers come in a variety of colors and styles. For safety reasons, shoes must totally enclose the foot so clogs must be worn with the back strap in place. Sandals are not acceptable.

Body cleanliness is important in all clinical settings. Improper personal hygiene may result in a student being sent home from the clinical facility. Examples are the use of perfume/body spray, lack of deodorant or antiperspirant, poor oral care (you need fresh breath, clean teeth), and if you are a smoker, you should not smell of tobacco products. Any of these odors can be potentially overwhelming to patients and staff alike.

Hair styles and color are to be conservative as determined by program faculty. Male students will be clean shaven or have neatly trimmed beards/mustaches. For health and safety reasons, any student with shoulder length or longer hair will be required to keep their hair tied back. Hair color is to be of natural tones (highlights ok) but hair dyed in unnatural colors is not allowed.

Jewelry for students should be conservative. No long necklaces or dangling earrings should be worn as patients may inadvertently grab at them if they feel unsteady or if they are disoriented. Ornate earrings, rings, and bracelets are out of place in a professional medical setting. NO VISIBLE body piercing (with the exception of the ears and nose cartilage ~ please use a clear stud), including but not limited to tongue, lip, and eyebrow piercing. Potentially offensive tattoos must be covered.

Student's fingernails should be short and well-trimmed as to not cause damage to the patient or equipment. NO ACRYLIC nails are permitted in the clinical setting. They are unsanitary, as they can harbor bacteria.

North Country Community College
Radiologic Technology Program

CLINICAL POLICIES AND PROCEDURES

Policy: NAME TAGS ~ STUDENT IDENTIFICATION

Page: 1 of 1

Revised: 6/08, 07/09, 7/11, 7/12

Reviewed: 8/07, 8/13, 8/14, 8/15

According to Part 89, Practice of Radiologic Technology; Educational Programs in Radiologic Technology. Section 89.5 (e):

“A sponsoring institution shall ensure that students enrolled in and attending a radiologic technology program shall wear at all times, while at any of the sponsoring institution’s clinical facilities, identification tags that conspicuously shows their name and title as “STUDENT Radiographer”. “A sponsoring institution shall issue identification tags to only enrolled students and shall collect the identification tag of each student who graduates or withdraws from the school”

Each student will be provided with NCCC student photo identification. In addition, some clinical sites may require institutional picture ID badges to be worn. If necessary, the clinical site will furnish the picture badge which will be worn together with the NCCC student badge. ALL forms of student identification will be collected by a faculty member when he/she has completed the program.

North Country Community College
Radiologic Technology Program

CLINICAL POLICIES AND PROCEDURES

Policy: CONFIDENTIALITY

Page: 1 of 1

Revised: 08/06, 7/10, 8/13, 8/15

Reviewed: 8/07, 6/08, 7/09, 7/11, 7/12, 8/14

Under appropriate state and federal laws it is important that all students in the Radiologic Technology program understand that confidentiality is a critical element in the healthcare setting.

Students are not to discuss any patient, condition, treatment or clinical site related issue outside the line of duty. Social networking (Facebook, Twitter, Instagram, etc.), text messaging, personal blogging and casual conversation that alludes to or divulges any clinical related information is cause for immediate review and dismissal from the Radiologic Technology program at North Country Community College if the student is found to have violated a confidence.

See Appendix E for North Country Community College's policy on confidentiality of health information. A copy of this form is to be signed by all students attending clinical and is to be kept on file.

Students may also be required to sign a clinical site specific confidentiality document. This is at the discretion of each clinical site and the program does not receive copies of these documents.

North Country Community College
Radiologic Technology Program

CLINICAL POLICIES AND PROCEDURES

Policy: PROFESSIONAL RESPONSIBILITY and ATTENDANCE

Page: 1 of 1

Revised: 7/12, 8/13

Reviewed: 7/10, 8/14, 8/15, 7/18

Professional responsibility is determined by the student's attendance and dependability in the clinical area. A student's final clinical grade will be adversely affected by frequent absenteeism and tardiness.

Punctual attendance during all assigned clinical education courses is mandatory for continued progression in the program. The Radiologic Technology Program at North Country Community College is competency based and thus not based solely on hours spent in the clinical setting; however a significant amount of clinical time is required to demonstrate and ensure competence. Excessive absenteeism will hinder clinical competency and thus must be considered in the students overall grade and may result in dismissal from the program. Students should note that continued state and federal financial aid is often dependent on previous successful completion of courses.

When unable to report for a clinical assignment, students are to personally notify their clinical instructor (not a secretary, night nurse or other technologist) unless they are instructed otherwise and North Country Community College via e-mail at bladue@nccc.edu or sstringer@nccc.edu. Notification must be made no later than 8:00 a.m. Failure to do so may lead to disciplinary counseling.

It is the student's responsibility to learn their clinical site's protocol for notification when not able to attend clinical (i.e. who to call, phone number to call, who you may leave message with, etc.).

Permission to leave the department while on assignment is to be obtained from the Clinical Instructor, Program Faculty, or their designee.

In reference to banked hours, change of banked hours, or other such requests, arrangements are to be made with the Clinical Instructor and/or Program Faculty. If such requests are approved, it is the responsibility of the student to promptly inform his/her clinical instructor.

To properly record clinical time, each student will personally sign-in on a time sheet provided to them by the program faculty. The student must sign-in in the morning and out in the afternoon and have it initialed by a technologist who is present. It is the student's responsibility to insure that his or her attendance is recorded properly throughout the week. Those failing to sign-in will be considered absent for that particular period of time. Approved banked hours should also be recorded on the student's time sheet.

Again, absences of any type require that the Clinical Instructor and Program Faculty be notified on or before 8:00am on the day of the absence.

Absences above the 80 banked hours must be made up at a ratio of 3:1. For each hour of clinical that you have missed you are required to make up three hours.

North Country Community College
Radiologic Technology Program

CLINICAL POLICIES AND PROCEDURES

Policy: LEAVING EARLY POLICIES

Page: 1 of 1

Revised: 7/10

Reviewed: 7/12, 8/13, 8/14, 8/15, 7/18

LEAVING EARLY POLICY

Students are expected to be at their assigned clinical affiliate from 8 a.m. to 4 p.m. (unless otherwise assigned). A student is considered to have left early if they leave their clinical site more than 10 minutes early (unless otherwise directed by your Clinical Instructor).

Per New York State Department of Labor, students may not work through their assigned lunch break and leave early. In addition, students may not work more than 8 hours in any given day or 40 hours a week combined clinical and didactic work.

If you have an appointment and have to leave in the middle of the day; you can attend clinical until your appointment (sign out) and then return afterward (sign in again). Please note that per New York State Department of Labor you cannot work later than 7 pm with the exception of your off-hours rotation.

North Country Community College
Radiologic Technology Program

CLINICAL POLICIES AND PROCEDURES

Policy: PERSONAL TIME / BANKED HOURS

Page: 1 of 1

Revised: 7/10, 8/13

Reviewed: 7/12, 8/14, 8/15, 7/18

PERSONAL HOURS / BANKED HOURS

Each student will be given a bank of personal hours to be used throughout his or her clinical education. The total number of bank hours will be 80 (for a total of 10 days), which can ONLY be used in full hour increments.

There are rules that govern the use of banked personal time:

1. All requested time must be documented by using the bank/personal hour request form. Please ensure that it is filled out completely before submitting to program faculty.
2. Requested time can only be used in full hour allotments.
3. Must be approved at least eight hours in advance unless agreed upon by the Clinical Instructor or program faculty. If you are ill or an emergency arises, the bank/personal hours request form can be completed upon your return.

Once a student uses all the banked hours, missed clinical hours will be reflected in their monthly evaluations and their final clinical grade. In addition, the missed clinical hours will need to be made up, at a 3:1 ratio by the end of RAD 265 in order for the student to satisfy official program completion.

Due to the short duration of RAD 125 and RAD 145, banked/personal hours are not to be used unless approved by program faculty.

North Country Community College
Radiologic Technology Program

CLINICAL POLICIES AND PROCEDURES

Policy: BEREAVEMENT LEAVE

Page: 1 of 1

Revised: 8/13

Reviewed: 7/10, 7/12, 8/14, 8/15

Students who experience a death in their “family” (*faculty to review with student*) will be given up to 3 days without penalty from their bank hours. Time used in addition to the 3 days will be deducted from their bank hours unless program faculty grants additional time based on individual circumstance.

Consideration is also given to those who reside outside of the student’s direct home and other significant relations. It is the responsibility of the student to notify program faculty of their desire to utilize this option.

Please note the bereavement leave can only be used twice during the program but program faculty will review any circumstance that arises. At this point, time missed will be made up at the 3:1 ratio and must be completed by the end of the current clinical rotation.

North Country Community College
Radiologic Technology Program

CLINICAL POLICIES AND PROCEDURES

Policy: COMPENSATORY TIME

Page: 1 of 1

Revised: 6/08, 7/10

Reviewed: 8/07, 6/09, 7/11, 8/12, 8/13, 8/14, 8/15

Students who attend professional meetings will be awarded compensatory time off from clinical. When using compensatory time, it is the responsibility of the student to get prior approval from program faculty. Compensatory time MAY NOT be used by the student to leave the program early. Attendance at an outside CPR class or working with the freshmen class during their RAD 120,140 or open lab can be used as compensatory time. Permission to attend and work the labs will be granted by program faculty.

Example One:

- If a student attends an eight hour professional meeting on a Saturday, he/she will be granted eight hours off from clinical as a form of compensation.

Example Two:

- A student attends a two day professional meeting on a Thursday and Friday. If Thursday is a regularly scheduled clinical day he/she will be excused from clinical and if Friday is a scheduled lecture day he/she will be excused from lecture. In this situation no compensatory time will be awarded.

North Country Community College
Radiologic Technology Program

CLINICAL POLICIES AND PROCEDURES

Policy: HOLIDAYS

Page: 1 of 1

Revised: 7/10, 8/15

Reviewed: 7/11, 8/12, 8/13, 8/14, 7/18

Students of the Radiologic Technology Program of North Country Community College receive the same holidays assigned to the College community.

In addition, clinical sites may request that students not attend clinical on a holiday-related day due to lack of sufficient supervision. Student schedules will be altered based on this unique situation.

North Country Community College
Radiologic Technology Program

CLINICAL POLICIES AND PROCEDURES

Policy: EXTRAORDINARY CIRCUMSTANCE

Page: 1 of 1

Revised: 7/10

Reviewed: 7/11, 8/12, 8/13, 8/14, 8/15, 7/18

Extraordinary circumstances are those situations that are beyond the normal control of a student and would result in the student missing clinical days. Examples of extraordinary circumstances are extended illness (>5 days), extended hospital stays (>5 days), and illness in one's family. Under normal circumstances pregnancy is not considered an extraordinary circumstance. Absences due to complications of pregnancy will need to be evaluated by the student's doctor and permission to return to clinical duties will be required.

Students who miss clinical days due to extraordinary circumstances and who have used up all of their banked/personal hours will be allowed to make-up clinical days. A student will receive an incomplete grade until the clinical time has been made up. Program officials will schedule the make-up time.

EXAMPLE

- A student misses ten clinical days due to an extend illness. The students has enough banked hours to cover four days then the student will be given the opportunity to make-up the remaining six days and will receive an incomplete grade until the time has been made up.

North Country Community College
Radiologic Technology Program

CLINICAL POLICIES AND PROCEDURES

Policy: OFF HOURS ASSIGNMENTS - CLINICAL

Page: 1 of 1

Revised: 7/12, 8/13

Reviewed: 7/10, 7/11, 8/14, 8/15, 7/18

During their last six months, all second year students are required to do an “off hours” rotation. The off-hours rotation provides the student with the opportunity to obtain competencies that may not be done frequently during regular clinical hours such as trauma and cranium. The Program Faculty in conjunction with the Clinical Instructor will schedule the off-hours rotation. The Program Faculty or Clinical Instructor must verify that appropriately qualified staff will be available during the off-hours rotation in order for the student to be scheduled.

A student will be assigned to do an off-hours rotation from 3 to 11 p.m. shift Monday through Thursday or Sunday through Wednesday during the course of their 2nd spring rotation. Students **are not** allowed to work more than (8) eight hours in a day and no more than (32) thirty two hours a week.

Per New York State Department of Health and New York State Department of Labor, students will not be allowed to do their off-hours rotation that covers a shift beginning after 11 p.m. and students will not be allowed to work a double shift.

North Country Community College
Radiologic Technology Program

CLINICAL POLICIES AND PROCEDURES

Policy: WORKING AS A RADIOGRAPHER

Page: 1 of 1

Revised: 6/08

Reviewed: 7/11, 7/12, 8/13, 8/14, 8/15, 7/18

It is against New York State law and Program policy for students to work as radiographers while in the Radiologic Technology Program at North Country Community College. Violation of this policy will result in automatic dismissal from the program and a report to the New York State Department of Health division of Radiologic Technology.

You must always identify yourself as a student radiographer, regardless of what the patient may refer to you as. Most patients *assume* that you are a physician, technologist or nurse and if you portray yourself as something other than a student radiographer and it is observed by staff members, this is just cause for program dismissal.

North Country Community College
Radiologic Technology Program

CLINICAL POLICIES AND PROCEDURES

Policy: INCLEMENT WEATHER

Page: 1 of 1

Revised: 7/09

Reviewed: 7/12, 8/13, 8/14, 8/15, 7/16, 7/18

Students attending a **clinical education center in Saranac Lake, Malone or Ticonderoga** must attend clinical unless the campus in that area is closed (SL/LP/TL = NCCC Main Campus; Malone = NCCC Malone Campus; Ticonderoga = NCCC Ticonderoga Campus).

Students assigned to a **clinical education center other than Adirondack Medical Center, Alice Hyde Medical Center or Moses Ludington** are to attend clinical according to public school closures in those areas. If public schools in the area of the clinical site are closed, you do not attend clinical that day.

YOUR SAFETY IS OUR PRIMARY CONCERN. Therefore, use your best judgment. You may be required to make up missed clinical time at the discretion of program faculty.

Students are **required to call the clinical education site** to notify the clinical instructor that you will not be attending clinical. You must **mark on your attendance sheet SD for snow day**. It is the responsibility of the student to appropriately document their attendance. Days not denoted will be considered “no shows” and you will automatically be debited bank hours. When school delays are in effect, students are required to start clinical at the delayed time. Again, please notify your clinical site as they are concerned about you as well.

Students traveling to attend class on campus will be required to attend if classes have not been cancelled. It is the **student’s responsibility** to plan ahead for inclement weather.

In the event the college is closed due to weather or safety related incidents, the following communication resources can be assessed for information:

Internet:

www.nccc.edu

Television:

WPTZ Channel 5

Radio:

| | |
|------|---|
| WNBZ | 1240 AM (Saranac Lake) |
| WSLK | 106.3 FM (Saranac Lake) |
| WLPW | 105.5 FM (Lake Placid) |
| WIRD | 920 AM (Lake Placid) |
| WSLP | 93.3 FM (Lake Placid/Tupper Lake/Saranac Lake) |
| NCPR | 90.5 FM (Saranac Lake ~ North Country Public Radio) |
| WICY | 1490 AM (Malone) |
| WIPS | 1250 AM (Ticonderoga) |

North Country Community College
Radiologic Technology Program

CLINICAL POLICIES AND PROCEDURES

Policy: FEE PAYMENT and CLINICAL

Page: 1 of 1

Revised: 7/10, 7/12, 8/13

Reviewed: 7/11, 8/14, 8/15, 7/18

Students are required to satisfy all charges when they receive a billing statement from the College. If a student is unable to do so, it is the student's responsibility to make arrangements with the Business Office for such.

Failure to resolve billing issues will result in the following:

- Complete removal of the student from both campus and clinical based course work. The student will be required to use *banked personal hours* for any clinical time missed. Potential infraction for classroom time missed will be consistent with course syllabus.
- Withholding of your New York State Temporary Radiography License and/or withholding ARRT program completion and a grade of "incomplete" for RAD 265 until the issue has been resolved. The Business Office will officially notify Program Director of student status change.

North Country Community College
Radiologic Technology Program

CLINICAL POLICIES AND PROCEDURES

Policy: STUDENT LIABILITY INSURANCE

Page: 1 of 1

Created: 11/10

Reviewed: 7/12, 8/13, 8/14, 8/15, 7/18

All students within the Radiology program are required to provide proof of “student Radiologic Technician/Technologist” professional liability insurance and maintain coverage throughout the length of the program.

One affordable option for professional liability insurance is the Healthcare Providers Service Organization, www.hpsso.com; OR type in “student Radiologic Technician/Technologist professional liability insurance” into a search engine, and choose from one of the companies listed.

Please make sure that you purchase at least \$1,000,000 for each claim and up to \$3,000,000 aggregate for your coverage.

A copy of the Certificate of Insurance is required as proof of insurance.

Please note:

- It is YOUR responsibility to contact the health records officer to determine the date of current expiration and to obtain necessary documents.
- Do NOT purchase “X-Ray Machine Operator” student professional liability insurance as this is not valid for our purposes.

North Country Community College
Radiologic Technology Program

CLINICAL POLICIES AND PROCEDURES

Policy: RADIOGRAPH IDENTIFICATION

Page: 1 of 1

Revised: 7/12

Reviewed: 8/13, 8/14, 8/15, 7/18

Two sets of personally initialed lead markers will be purchased from the North Country Community College bookstore. Students must always identify their films/images radiographically with their own (initialed right or left) lead markers, adding a “marker” via post-processing is not acceptable as it can potentially become a legal issue.

In addition, you will not be allowed to perform a competency exam unless you utilize your markers. It will be deemed an immediate fail and you will need to re-attempt the competency at a later date.

NOTE:

- Make sure you do not allow someone else to use your markers
- Some clinical sites may require a student to initial examination paperwork so please ensure that you did indeed perform the exam and document appropriately.
- All radiographs must be identified with proper patient identification methods per department protocol.

North Country Community College
Radiologic Technology Program

CLINICAL POLICIES AND PROCEDURES

Policy: CLINICAL SUPERVISION AND REPEAT IMAGES

Page: 1 of 1

Revised: 7/12, 8/15

Reviewed: 7/10, 7/11, 8/13, 8/14, 7/18

DIRECT SUPERVISION

All medical imaging procedures are to be performed under the **DIRECT SUPERVISION** of a qualified practitioner until the student achieves competency.

Direct supervision is defined as that supervision provided by a qualified radiographer who is present during the procedure.

INDIRECT SUPERVISION

All medical imaging procedures are performed under the **INDIRECT SUPERVISION** of a qualified practitioner after a radiography student demonstrates competency.

Indirect supervision is defined as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement.

"Immediately available" is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

Failure to comply with this policy will result in the filing of a Disciplinary Action/Counseling Report and the student's final clinical grade will be affected.

Abuse of this policy may result in the student's termination from the program.

REPEAT IMAGES

All unsatisfactory radiographs are to be repeated by students under the **DIRECT SUPERVISION** of a qualified practitioner.

Failure to comply with this policy will result in the filing of a Significant Clinical Incident Report and the student's final clinical grade will be affected.

Abuse of this policy may result in the student's termination from the program.

North Country Community College
Radiologic Technology Program

CLINICAL POLICIES AND PROCEDURES

Policy: CPR

Page: 1 of 1

Revised:7/10

Reviewed: 8/13, 8/14, 8/15, 7/18

All students enrolled in the Radiologic Technology program must be CPR certified in the areas of adult, child and infant and AED. Proof of certification must be provided to the Records office.

It is important for the student to understand that CPR certification is **mandatory** when in the clinical setting. CPR certification must be continuously maintained, meaning, a new CPR card with the new expiration date must be submitted to the Records office PRIOR to the current expiration date. If certification lapses a student will not be able to attend clinical and will be required to use bank hours for time missed. Students are responsible for checking with the Records office regarding dates of expiration.

4 hours of non-bank time is available to students who need to complete their CPR re-certification. If the time requirement runs past this amount, the time will be deducted from the student's banked hours.

North Country Community College
Radiologic Technology Program

CLINICAL POLICIES AND PROCEDURES

Policy: INCIDENT / INJURY REPORTS

Page: 1 of 1

Revised: 8/13, 7/18

Reviewed: 7/10, 7/11, 7/12, 8/14, 8/15

During the clinical assignment the student must report any incident of injury to him/herself or to a patient to the clinical instructor, supervisor or department administrator. Hospital policy is to be followed in the event of any injury or incident.

If a hospital incident / injury report is filed, a copy is to be forwarded to the NCCC Radiologic Technology Department.

North Country Community College
Radiologic Technology Program

CLINICAL POLICIES AND PROCEDURES

Policy: COMPETENCIES and SIMULATIONS

Page: 1 of 2

Revised: 7/10, 8/13, 7/17

Reviewed: 7/11, 7/12, 8/14, 8/15, 7/16

INITIAL COMPETENCY

An initial competency is any examination from a specified category that the student has not performed independently and is competent enough to pass a competency exam.

REPEAT COMPETENCY

When a student performs an exam at the clinical site and has already completed an initial competency, they will be allowed to prove competency on their next attempt. All exams must be performed under direct supervision until the final competency has been achieved and indirect supervision is applicable.

SIMULATION

Certain procedures can be simulated. Up to eight of the mandatory and all of the elective competencies can be completed via simulation model. Simulations should be used for procedures that are only available in the clinical setting on a limited basis. Students are strongly encouraged to perform these procedures on actual patients. Simulations should be used only when this is not possible.

PEDIATRIC COMPETENCY

By the end of the program each student will be required to do one pediatric chest competency. The ARRT has established that a pediatric patient will be any child that is six years of age or younger. Pediatric exams should not be simulated if possible.

The program has decided that clinical affiliates cannot restrict a student to doing a particular type of pediatric chest competency (i.e. Pigg-O-Stat Chest as opposed to pediatric that may walk in as an outpatient). In the spirit of clinical education, all clinical instructors should encourage that students do as many Pigg-O-Stat chests as possible.

GERIATRIC COMPETENCY

By the end of the program each student will be required to do three geriatric competencies: routine chest, upper extremity, and lower extremity.

The ARRT has established that a geriatric patient will be at least 65 years old and physically or cognitively impaired as a result of aging. Geriatric exams should not be simulated if possible.

North Country Community College
Radiologic Technology Program

CLINICAL POLICIES AND PROCEDURES

Policy: COMPETENCIES and SIMULATIONS

Page: 2 of 2

Revised: 7/10, 7/11, 8/13, 7/17

Reviewed: 7/12, 8/14, 8/15

TRAUMA / MOBILE / SURGICAL COMPETENCIES

By the end of the program each student will be required to prove competency on four trauma exams (shoulder, up extremity, low extremity and c-spine), three mobile exams (chest, abdomen and orthopedic) and one surgical (c-arm) exam.

Trauma is considered a serious injury or shock to the body. Modifications may include variations in positioning, minimal movement of the body part, etc.

Each student must complete the required competencies by the end of RAD 265.

SEMESTER COMPETENCY:

Each student must successfully complete a RAD 155 competency exam. This will consist of performing any one of your completed competency exams while being observed by a NCCC faculty member. You are required to obtain an 85 or higher on this exam. If you fail to meet this requirement it may result in program dismissal. An appeal can be made to the instructor within 5 days of notification which should consist of arguments in favor of re-admittance based on overall academic, laboratory and clinical performance.

TERMINAL COMPETENCY

Each student must successfully pass a terminal competency exam. The terminal competency exam consists of:

- A. One exam will be performed in the clinical setting while being observed
- B. A written exam on Critical Thinking Skills completed during RAD 265
- C. A verbal exam on Departmental Patient Care activities completed in the clinical setting with the Clinical Instructor

Program Faculty will evaluate the student's performance on the terminal competency. Students must obtain a score of 85 or higher on the terminal competency exam to successfully complete clinical and graduate from the program.

REVOCAION OF COMPLETED COMPETENCIES:

Any completed competency exam can be revoked at any time at the discretion of program faculty and/or clinical instructor, if the student is unable or unwilling to perform the exam. The clinical instructor or his/her designee may revoke any previously completed competency and will document and discuss the event with the student. The College must be notified within 24 hours.

Official documentation will be placed in the student's master folder.

The student is responsible for obtaining a clinical site's protocol and positioning procedures for each exam.

North Country Community College
Radiologic Technology Program

CLINICAL POLICIES AND PROCEDURES

Policy: CLINICAL GRADE

Page: 1 of 1

Revised: 7/11

Reviewed: 7/12, 8/13, 8/14, 8/15

Clinical grades are based on examination competencies, semester evaluations, assignments, and disciplinary action / counseling reports (if applicable).

Percent given to semester evaluations, exam competencies and assignments (if indicated) will be noted in the clinical course syllabus and may change depending on the clinical course. (ie: RAD 255 vs. RAD 265)

All required competencies must be completed before the student is allowed to graduate from the program.

Disciplinary Action / Counseling deductions will be incorporated after the attendance/ tardiness deductions. (see Disciplinary Action/ Counseling policy)

Final clinical grades will be reported as Pass or Fail. A grade of "C" or higher will be assigned a "Pass (S)". A grade of "C-" or lower will be assigned a "Fail (U)". A student must achieve an (S) or "Pass" in order to continue within the program.

APPENDIX A:
DEGREE PLAN



Name: _____

A.A.S. RADIOLOGIC TECHNOLOGY

(HEGIS 5207)

A grade of "C" (73%) or higher must be achieved in all RAD and BIO courses to progress to the next semester of the program.



| 1st Fall Semester (17.5 credits) | Credits | Semester | Grade |
|--|----------------|-----------------|--------------|
| RAD 101 Radiologic Technology I | 3 | | |
| RAD 120 Radiographic Procedures I | 3.5 | | |
| RAD 130 Radiologic Science I | 3 | | |
| MAT 129 Intermediate Algebra | 3 | | |
| BIO 215 Anatomy and Physiology I | 4 | | |
| HED115 CPR | .5 | T | T |
| HED 140 First Aid | .5 | | |

| 1st Winter Semester (1 credit) | Credits | Semester | Grade |
|--|----------------|-----------------|--------------|
| RAD 125 Clinical Education I | 1 | | |

| 1st Spring Semester (17.5 credits) | Credits | Semester | Grade |
|--|----------------|-----------------|--------------|
| RAD 102 Radiologic Technology II | 3 | | |
| RAD 140 Radiographic Procedures II | 3.5 | | |
| RAD 145 Clinical Education II | 1 | | |
| RAD 150 Radiologic Science II | 3 | | |
| ENG 101 English Composition I | 3 | | |
| BIO 216 Anatomy and Physiology II | 4 | | |

| 1st Summer Semester (6 credits) | Credits | Semester | Grade |
|---|----------------|-----------------|--------------|
| RAD 155 Clinical Education III | 6 | | |

| 2nd Fall Semester (14 credits) | Credits | Semester | Grade |
|--|----------------|-----------------|--------------|
| RAD 245 Advanced Imaging and Current Technology I | 3 | | |
| RAD 255 Clinical Education IV | 6 | | |
| RAD 270 Radiation Biology and Protection | 2 | | |
| Social Science Elective _____ Select from: ANT, ECO, HIS, POS, PSY, SOC | 3 | | |

| 2nd Spring Semester (14 credits) | Credits | Semester | Grade |
|---|----------------|-----------------|--------------|
| RAD 220 Pharmacology and Drug Administration | 2 | | |
| RAD 248 Advanced Imaging and Current Technology II | 3 | | |
| RAD 255 Clinical Education IV | 6 | | |
| Humanities Elective _____ Select from: ART, DRA, ENG (except ENG 100), FRE, HUM, MUS, PHI, SPA | 3 | | |

70
credits

Effective Fall 2013

APPENDIX B:
NYSDOH/ARRT
ETHICAL GUIDELINES



NEW YORK STATE DEPARTMENT OF HEALTH AND ARRT ETHICAL GUIDELINES

Graduation from the NCCC Radiologic Technology program **does not** guarantee you will be eligible for New York State licensure or ARRT certification depending on certain ethical guidelines.

If you have previous convictions (felony or misdemeanor) you may be ineligible for licensure and/or certification.

Chapter II Administrative Rules and Regulations, Subchapter L, Part 89, Practice of X-ray Technology, Public Health Law, section 89.11 Denial of licensure by the NYSDOH states:

“...an applicant shall be disqualified from admission to examination...the applicant has violated applicable provisions of subdivision 1 of section 3510 of the Public Health Law, or the applicant has been convicted of one or more criminal offenses bearing a direct relationship to the practice of radiologic technology... to include, but shall not be limited to: an offense involving a threat or use of physical violence, sexual behavior, or illegal possession or use of drugs...”

“...the act or acts for which the applicant was convicted could have involved an unreasonable risk to the safety or welfare of patients if committed by the applicant while engaged in the practice of radiologic technology.”

“...the department shall also consider, but not be limited to, the following factors: 1) the number and seriousness of the underlying offenses; 2) the time which has elapsed since such convictions; 3) the age of the applicant at the time of occurrence; 4) evidence of rehabilitation and good conduct since such convictions”

“An applicant...may petition the department...for a review”

ARRT Certification Handbook and Application Materials for Radiography Examination states:

“...issue addressed by the Rules of Ethics is conviction of a crime, which includes felony, gross misdemeanor or misdemeanor, and academic integrity with the sole exceptions of speeding and parking violations. All alcohol and/or drug related violations must be reported. “Conviction” as used in this provision includes a criminal proceeding where a finding or verdict of guilt is made or returned by the adjudication of guilt is either withheld or not entered, or a criminal proceeding where the individual enters a plea of guilty or nolo contendere.”

“...also address military court-martials that involve substance abuse, sex-related infractions or patient-related infractions.”

“Candidates can avoid delay by requesting a pre-application review of the violation before or during training, rather than waiting until completing the educational program.”

If you have any questions concerning eligibility please see the Program Director as soon as possible.

APPENDIX C:
TECHNICAL STANDARDS
ABILITIES OF A
RADIOLOGIC TECHNOLOGIST



Learning and Performance Responsibilities and Activities Associated with the Profession

As you begin your education and career in Medical Radiography, it is important for you to know what will be expected of you in terms of required physical demands and general skills and abilities in your educational experience and in the clinical setting. These skills and abilities called "Technical Standards" are identified by the U.S. Department of Labor, the American Registry of Radiologic Technologists and the American Society of Radiologic Technologists as being essential for an individual to demonstrate and possess, so they are capable of performing all of the tasks associated with Medical Radiography.

Read through the checklist below. If you feel that you cannot perform any of the tasks listed, please contact the Radiography Program for clarification and further discussion.

1. If patient is able to move, assist patients move from stretcher/wheelchair to examination table and from examination table to stretcher/wheelchair (push/pull/lift with 20 to 30 lbs of force).
2. If patient is unable to move, move and/or lift a patient safely from stretcher/wheelchair to examination table and from examination table to stretcher/wheelchair (occasionally lift up to plus or minus 100 lbs, frequently lift weights of 20 lbs).
3. Lift/move imaging equipment accessories (push/pull/lift with 20 to 30 lbs of force).
4. Move overhead X-ray tube into appropriate position/ orientation over the patient (move device located approximately 6 feet from the floor.)
5. Manipulate the various levers, switches and controls associated with equipment in the Radiology department.
6. Read/understand/interpret standard printed text as well as instrumentation (dials, meters, read-out devices).
7. Visually detect the range of image brightness difference present on radiographic images.
8. Function in an environment, which is frequently stressful due to a patient being injured, in pain, and respond with the speed and accuracy of performance required within given situations.
9. Observe visually and audibly and report in writing when appropriate a patient's condition (posture, facial expression, skin hue), often at distances in excess of 10 feet, and often in subdued lighting.
10. Expeditiously and clearly communicate, in writing and verbally, with patients/staff by using conversational English, and once learned medical and technical terms.

I understand what will be expected of me as a technologist and find no reason why I cannot fulfill the technical standards listed above and in accompanying documents (US DOL, ARRT Task Inventory and ASRT Practice Standards).

Student Signature

Date

Faculty Signature

Date

TASK INVENTORY FOR RADIOGRAPHY

Publication Date: July 2015

Implementation Date: January 2017

Certification and registration requirements for Radiography are based, in part, on the results of a comprehensive practice analysis conducted by ARRT staff and the Practice Analysis & Continuing Qualification Requirements (CQR) Advisory Committee. The purpose of this practice analysis is to identify job responsibilities typically required of staff radiographers at entry into the profession. In 2015 the ARRT surveyed a large, national sample of radiographers who perform radiography. The results of the practice analysis are reflected in this document. The purpose of the task inventory is to list or delineate those responsibilities. The attached task inventory is the foundation for both the clinical requirements and content specifications.

Basis of Task Inventory

The practice analysis survey was used to identify the responsibilities typically required of staff technologists. When evaluating survey results, the advisory committee applied a 40% guideline. That is, to be included on the task inventory an activity must have been the responsibility of at least 40% of staff technologists at entry into the profession. Occasionally an activity that did not meet the 40% criterion was retained if there was a compelling rationale to do so (e.g., the task is especially critical in some settings, or the task is related to an emerging technology).

Application to Clinical Competency Requirements

The purpose of the clinical requirements is to verify that candidates have completed fundamental clinical procedures in radiography. Successful performance of these fundamental procedures, in combination with mastery of the cognitive knowledge and skills covered by the radiography examination, provides the basis for acquisition of the full range of clinical skills required in a variety of settings. An activity must appear on the task inventory to be considered for inclusion in the clinical competency requirements. For an activity to be designated as a mandatory requirement, survey results had to indicate that the vast majority of radiographers performed that activity. The advisory committee designated clinical activities performed by fewer radiographers, or which are carried out only in selected settings, as elective. Alternatively, the advisory committee sometimes stipulated that such procedures could be simulated rather than performed on actual patients. The clinical competency requirements are available from ARRT's website (www.arrt.org) and appear in the Radiography Certification and Registration Handbook.

Application to Content Specifications

The primary purpose of the ARRT Examination in Radiography is to assess the knowledge and cognitive skills underlying the intelligent performance of the tasks typically required of staff radiographers. The content specifications identify the knowledge areas underlying performance of the tasks on the task inventory. Every content category can be linked to one or more activities on the task inventory. Note that each activity on the task inventory is followed by a content category that identifies the section of the content specifications corresponding to that activity. The content specifications are available from ARRT's website (www.arrt.org) and appear in the Radiography Certification and Registration Handbook.

Activity

1. Confirm patient's identity.
2. Evaluate patient's ability to understand and comply with requirements for the requested examination.
3. Obtain pertinent medical history.
4. Manage complex interpersonal interactions within the workplace in an effective manner.
5. Explain and confirm patient's preparation (e.g., diet restrictions, preparatory medications) prior to imaging examinations.
6. Review imaging examination requisition to verify accuracy and completeness of information (e.g., patient history, clinical diagnosis).
7. Respond as appropriate to imaging study inquiries from patients.
8. Sequence imaging procedures to avoid residual contrast material affecting future exams.
9. Assume responsibility for medical equipment attached to patients (e.g., IVs, oxygen) during the imaging procedures.
10. Follow environmental protection standards for handling and disposing of bio-hazardous materials (e.g., sharps, blood and body fluids).
11. Provide for patient safety, comfort, and modesty.
12. Notify appropriate personnel of adverse events or incidents (e.g., patient fall, wrong patient imaged).
13. Communicate scheduling delays to waiting patients.
14. Demonstrate and promote professional and ethical behavior.
15. Verify informed consent as necessary.
16. Recognize abnormal lab values relative to the imaging study ordered.
17. Communicate relevant information to other (e.g., MDs, RNs, other radiology personnel).
18. Explain procedure instructions to patient or patient's family.
19. Practice standard precautions.
20. Follow appropriate procedures when caring for patients with communicable diseases.
21. Use immobilization devices, as needed, to prevent patient movement and/or ensure patient safety.
22. Use proper body mechanics when assisting patient.
23. Use patient transfer devices when needed.
24. Prior to administration of a medication other than a contrast agent, review information to prepare appropriate type and dosage.
25. Prior to administration of a contrast agent, review information to prepare appropriate type and dosage.
26. Prior to administration of contrast agent determine if patient is at risk for an adverse reaction.
27. Use sterile or aseptic technique when indicated.
28. Perform venipuncture.
29. Administer IV contrast agents.
30. Observe patient after administration of contrast media to detect adverse reactions.
31. Follow environmental protection standards for handling hazardous materials (e.g., chemotherapy IV, radioactive implant).
32. Obtain vital signs.
33. Recognize and communicate the need for prompt medical attention.
34. Administer emergency care.
35. Explain post-procedural instructions to patient or patient's family.
36. Maintain confidentiality of patient's information.
37. Clean, disinfect or sterilize facilities and equipment, and dispose of contaminated items in preparation for next examination.
38. Document required information on patient's medical record (e.g., imaging procedure documentation, images).
 - a. On paper
 - b. Electronically
39. Evaluate the need for and use of protective shielding.

40. Take appropriate precautions to minimize radiation exposure to the patient.
41. Question female patient of child-bearing age about possible pregnancy and take appropriate action (i.e., document response, contact physician).
42. Restrict beam to anatomical area of interest.
43. Set technical factors to produce diagnostic images and adhere to ALARA.
44. Document radiographic procedure dose.
45. Select continuous or pulsed fluoroscopy.
46. Document fluoroscopy time.
47. Document fluoroscopy dose.
48. Prevent all unnecessary persons from remaining in area during x-ray exposure.
49. Take appropriate precautions to minimize occupational radiation exposure.
50. Advocate radiation safety and protection.
51. Describe the potential risk of radiation exposure when asked.
52. Wear a personnel monitoring device while on duty.
53. Evaluate individual occupational exposure reports to determine if values for the reporting period are within established limits.
54. Determine appropriate exposure factors using:
 - a. Fixed kVp technique chart
 - b. Variable kVp technique chart
 - c. Calipers (to determine patient thickness for exposure)
 - d. Anatomically programmed technique
55. Select radiographic exposure factors.
 - a. Automatic Exposure Control (AEC)
 - b. kVp and mAs (manual)
56. Operate radiographic unit and accessories including:
 - a. Fixed unit
 - b. Mobile unit (portable)
57. Operate fluoroscopic unit and accessories.
 - a. Fixed fluoroscopic unit
 - b. Mobile fluoroscopic unit (C-arm)
58. Operate electronic imaging and record keeping devices.
 - a. Computerized Radiography (CR)
 - b. Direct Digital Radiography (DR)
 - c. Picture Archival and Communication System (PACS)
 - d. Hospital Information System (HIS)
 - e. Radiology Information System (RIS)
 - f. Electronic medical record (EMR)
59. Modify technical factors to correct for noise in a digital image.
60. Remove all radiopaque materials from patient or table that could interfere with the image.
61. Perform post-processing on digital images in preparation for interpretation (e.g., exposure indicator, brightness/contrast, window and level).
62. Use radiopaque markers at the time of the image acquisition.
63. Add electronic annotations on digital images to indicate position, or other relevant information (e.g., time, upright, decubitus, post-void).
64. Select equipment and accessories (e.g., grid, compensating filter, shielding) for the examination requested.
65. Explain breathing instructions prior to making the exposure.
66. Position patient to demonstrate the desired anatomy using body landmarks.
67. Modify exposure factors for circumstances such as involuntary motion, casts and splints, pathological conditions, contrast agent, or patient's inability to cooperate.

68. Verify accuracy of patient identification on image.
69. Evaluate images for diagnostic quality.
70. Respond appropriately to digital exposure indicator values.
71. Determine corrective measures if image is not of diagnostic quality and take appropriate action.
72. Identify image artifacts and make appropriate corrections as needed.
73. Store and handle image receptor in a manner which will reduce the possibility of artifact production.
74. Visually inspect, recognize, and report malfunctions in the imaging unit and accessories.
75. Recognize the need for periodic maintenance and evaluation of radiographic equipment affecting image quality and radiation safety (e.g., shielding, image display monitor, light field, central ray detector calibration).
76. Perform routine maintenance on digital equipment including:
 - a. Detector calibration
 - b. CR plate erasure
 - c. Equipment cleanliness
 - d. Test images
77. Adapt radiographic and fluoroscopic procedures for patient condition (e.g., age, size, trauma, pathology) and location (e.g., mobile, surgical, isolation).
78. Select appropriate geometric factors (e.g., SID, OID, focal, spot size, tube angle).

Position patient, x-ray tube, and image receptor to perform the following diagnostic examinations:

79. Chest
80. Ribs
81. Sternum
82. Abdomen
83. Esophagus
84. Swallowing dysfunction study
85. Upper GI series, single or double contrast
86. Small bowel series
87. Contrast enema, (e.g., barium, iodinated) single or double contrast
88. Surgical cholangiography
89. ERCP
90. Cystography
91. Cystourethrography
92. Intravenous urography
93. Retrograde pyelography
94. Hysterosalpingography
95. Cervical spine/soft tissue neck
96. Thoracic spine
97. Scoliosis series
98. Lumbar spine
99. Sacrum/coccyx
100. Sacroiliac joints
101. Pelvis/hip
102. Skull
103. Facial bones
104. Mandible
105. Zygomatic arch
106. Temporomandibular joints
107. Nasal bones

108. Orbits
109. Paranasal sinuses
110. Toes
111. Foot
112. Calcaneus (os calcis)
113. Ankle
114. Tibia/fibula
115. Knee/patelle
116. Femur
117. Fingers
118. Hand
119. Wrist
120. Forearm
121. Elbow
122. Humerus
123. Shoulder
124. Scapula
125. Clavicle
126. Acromioclavicular joints
127. Bone survey
128. Long bone measurement
129. Bone age
130. Joint injection (arthrography)- fluoroscopic guided contrast injection
131. Myelography- fluoroscopic guided contrast injection

APPENDIX D:
CLINICAL COMPETENCY
REQUIREMENTS



| CHEST & THORAX | DATE | PATIENT (P) SIMULATED (S) | TECH INITIALS | CRANIUM (at least one Elective completed) | DATE | PATIENT (P) SIMULATED (S) | TECH INITIALS |
|--|------|------------------------------|------------------|--|-------------|------------------------------|------------------|
| Chest (PA/Lat) Routine (M) | | | | Skull (E) | | | |
| Chest AP (W/C or Stretcher) (M) | | | | Paranasal Sinuses (E) | | | |
| Ribs (M) | | | | Facial Bones (E) | | | |
| Chest Lat Decubitus (E) | | | | Orbits (E) | | | |
| Sternum (E) | | | | Zygomatic Arches (E) | | | |
| Upper Airway (soft-tissue neck) (E) | | | | Nasal Bones (E) | | | |
| EXTREMITIES | | | | Mandible (E) | | | |
| Thumb or Finger (M) | | | | TMJ (E) | | | |
| Hand (M) | | | | SPINE & PELVIS | | | |
| Wrist (M) | | | | Cervical Spine (M) | | | |
| Forearm (M) | | | | Trauma C-spine (Cross table lat) (M) | | | |
| Elbow (M) | | | | Thoracic Spine (M) | | | |
| Humerus (M) | | | | Lumbar Spine (M) | | | |
| Shoulder (M) | | | | Pelvis (M) | | | |
| Trauma: Shoulder or Humerus (Scap Y, Transthoracic or axillary) (M) | | | | Hip (M) | | | |
| Clavicle (M) | | | | Cross table lat hip (M) | | | |
| Scapula (E) | | | | Sacrum and/or Coccyx (E) | | | |
| A-C joints (E) | | | | Scoliosis Series (E) | | | |
| Trauma Upper Extremity (Nonshoulder) (M) | | | | Sacroiliac Joints (E) | | | |
| Foot (M) | | | | SURGICAL STUDIES | | | |
| Ankle (M) | | | | C-Arm procedure (Orthopedic) (M) | | | |
| Knee (M) | | | | C-Arm procedure (Nonorthopedic) (M) | | | |
| Tibia-Fibula (M) | | | | MOBILE STUDIES | | | |
| Femur (M) | | | | Chest (M) | | | |
| Trauma Low Extremity (M) | | | | Abdomen (M) | | | |
| Patella (E) | | | | Orthopedic (M) | | | |
| Calcaneus (Os Calcis) (E) | | | | PEDIATRICS (age 6 or under) | | | |
| Toe (E) | | | | Chest Routine (M) | | | |
| ABDOMEN | | | | Upper Extremity (E) | | | |
| Abdomen Supine (KUB) (M) | | | | Lower Extremity (E) | | | |
| Abdomen Upright (M) | | | | Abdomen (E) | | | |
| Abdomen Decubitus (E) | | | | Mobile Study (E) | | | |
| Intravenous Urography (E) | | | | GERIATRICS (age 65 or older) | | | |
| FLUOROSCOPY STUDIES (at least two Electives completed) | | | | Chest Routine (M) | | | |
| Upper GI or BE (M) | | | | Upper Extremity (M) | | | |
| Small Bowel Series (E) | | | | Lower Extremity (M) | | | |
| Esophagus (E) | | | | GENERAL PATIENT CARE | DATE | VERIFIED BY | |
| Cystography/Cystourethrography (E) | | | | CPR (M) | | | |
| ERCP (E) | | | | Vital Signs (BP, pulse, respiration, temperature, pulse oximetry) (M) | | | |
| Myelography (E) | | | | Sterile & aseptic technique (M) | | | |
| Arthrography (E) | | | | Venipuncture (M) | | | |
| Hysterosalpingography (E) | | | | Transfer of patient (M) | | | |
| ROTATIONS | | | | Care of patient medical equipment (O ₂ tank, IV tubing, etc) (M) | | | |
| CT | | | | | | | |
| Off Hours | | | | | | | |
| Elective | | | | | | | |
| Additional Elective | | | | | | | |

**** Trauma** is considered a serious injury or shock to the body. Modifications may include variations in positioning, minimal movement of the body part, etc. **Geriatrics** must be physically or cognitively impaired as a result of aging. **** Students** must demonstrate competency in all 10 mandatory general patient care activities, all 38 mandatory procedures and 15 elective procedures. Up to 8 mandatory procedures may be simulated. All elective procedures should be performed on patients, but all may be simulated.

APPENDIX E:
CONFIDENTIALITY



North Country Community College
Workforce/Student Confidentiality Agreement
Individually Identifiable Health Information

IMPORTANT: Please read all sections. If you have any questions, please seek clarification before signing.

1. Confidentiality of Employee/Student/Patient/Clinical Client Individually Identifiable Health Information:

I understand and acknowledge that:

- a) Services and information provided to employees/students/patients/clinical clients are private and confidential;
- b) Employees/students/patients/clinical clients provide personal and individually identifiable health information with the expectation that it will be kept confidential and only be used by authorized persons as necessary;
- c) All personally identifiable information provided by employees/students/patients/clinical clients or regarding medical services provided to employees/students/patients/clinical clients, in whatever form such information exists, including oral, written, printed, photographic and electronic (collectively the "Confidential Information") is strictly confidential and is protected by federal and state laws and regulations that prohibit its unauthorized use or disclosure; and
- d) In my course of employment/affiliation/program of study with North Country Community College, I may be given access to certain Confidential Information.

2. Disclosure, Use and Access

I agree that, except as authorized in connection with my assigned duties, I will not at any time use, access or disclose any Confidential Information to any person (including, but not limited to co-workers, friends and family members). I understand that this obligation remains in full force during the entire term of my employment/affiliation/program of study and continues in effect after such employment/affiliation/program of study terminates.

3. Confidentiality Policy

I agree that I will comply with confidentiality policies that apply to me as a result of my employment/affiliation/program of study.

4. Return of Confidential Information

Upon termination of my employment/affiliation/program of study for any reason, or at any other time upon request, I agree to promptly return to North Country Community College or my employer any copies of Confidential Information then in my possession or control (including all printed and electronic copies), unless retention is specifically required by law or regulation.

5. Periodic Certification

I understand that I may be required to periodically sign to certify that I will comply in all respects with this Agreement, and I agree to so certify upon request.

6. Remedies

I understand and acknowledge that:

- a) the restrictions and obligations I have accepted under this Agreement are reasonable and necessary in order to protect the interests of employees, students, patients, clinical clients, North Country Community College, and my employer (if different than North Country Community College); and
- b) my failure to comply with this Agreement in any respect could cause irreparable harm to employees, students, patients, clinical clients, North Country Community College and my employer.

I therefore understand that North Country Community College or my employer may prevent me from violating this Agreement by any legal means available, in addition to disciplinary measures which may result in sanctions in accordance with applicable policies and collective bargaining agreements.

Signature: _____

Date: _____

Printed Name: _____

North Country Community College Policy and Procedure

SUBJECT: Confidentiality of Health Information

STATEMENT OF POLICY: North Country Community College is committed to protecting the privacy and confidentiality of health information of the population it serves. Health Information is strictly confidential and should never be disclosed, nor confirmed to anyone who is not specifically authorized under the institution's policies or applicable law to receive the information.

Failure to adhere to state and federal law or local North Country Community College policies and procedures regarding the confidentiality of protected information will be considered a breach of confidentiality and will result in the imposition of appropriate sanctions and disciplinary procedures.

SCOPE: This policy applies to all members of the institution's workforce, whether directly employed by the institution or serving under an alternative arrangement, and to students in appropriate programs of study. It shall include, but not be limited to:

- Employees
- Volunteers
- All students participating in a health related program or in any programs of study in which individually identifiable health information may be disclosed or used, e.g. the Wilderness Recreation Leadership program
- Contracted staff (including temporary staff)
- Consultants
- Contractors and subcontractors
- Faculty and credentialed staff

EDUCATION AND TRAINING: North Country Community College is responsible for providing job appropriate training to its workforce regarding:

- a) the need for confidentiality;
- b) types of information that are considered confidential;
- c) sanctions associated with a breach of confidentiality; and
- d) the institution's confidentiality agreement.

Confidentiality EACH MEMBER OF NORTH COUNTRY COMMUNITY COLLEGE'S AFFECTED WORKFORCE

AGREEMENT and students in appropriate programs of study will be expected to review and sign North Country Community College's confidentiality agreement. Upon adoption of the policy, this will occur upon an initial or annual hire/affiliation/start of a health-related or other appropriate program of study and shall remain in full force and effect during the member's future employment or program participation thereafter. This signed statement will be maintained in the appropriate employee personnel or student health file. Periodic signature and certification will be requested by the College.

Suspected

BREACH:

ALL BREACHES OF CONFIDENTIALITY SHOULD BE REPORTED TO THE LOCAL SUPERVISOR (program director, department or division chair) **OR** the area chair (dean, business manager, president or other individual as appropriate) **OR** the equity officer **OR** the campus privacy official. Failure of the local supervisor, area chair or equity officer to report a breach to the campus privacy official will be considered a violation of this policy. Investigation of a suspected breach of confidentiality will be done in concert with the campus privacy official. Results of such investigation will be reported to the College President for final action, if any.

SANCTIONS:

Upon a finding of a breach of confidentiality by any employee/student/consultant/contractor/volunteer, the College shall initiate action pursuant to the applicable collective bargaining agreements and/or the NCCC Code of Conduct to implement an appropriate sanction or disciplinary action. Such action may include, but is not limited to, the following:

- Letter of reprimand
- Suspension
- Termination

For employees not represented by a collective bargaining unit, sanctions may include actions up to and including termination of employment.

EFFECTIVE DATE: August 26, 2003
Revised October 6, 2003
Final: April 2004

APPENDIX F:
TRAVEL ACKNOWLEDGEMENT



NORTH COUNTRY COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

I understand that clinical experience is a very critical component of the Radiologic Technology Program. I understand that I will be required to travel to **two or more** clinical affiliates, excluding rotations during RAD 125 and RAD 145, to fulfill my clinical education requirements. Furthermore, I understand that traveling to and from clinical is fully my responsibility and that it is possible that the distance to a particular site could be 50 miles or more (one way). It is further understood that NCCC IS NOT responsible for any expenses incurred as a result of my traveling to and from clinical.

Although every attempt will be made to accommodate each student and to keep travel distance to a minimum, I understand that there is no guarantee that I will be assigned to the clinical site(s) nearest to my residence or of my choice.

**Signature required on the acknowledgement form signed by the Program Faculty.*

APPENDIX G:
HOUSING INFORMATION



NCCC Radiologic Technology Housing Guide

Adirondack Medical Center:

Please refer to the NCCC Housing List: <http://www.nccc.edu/housing.aspx>

Santanoni Apartments: Dick Beamish and Rachel Rice 891-5693/ dick@adirondackexplorer.org

Alice Hyde Medical Center:

Indian Trails: 518-483-2480

Northern Healthcare Education Center: 315-379-7701/ rwoods@nahecnecnet.org

Trudy & Warren LaTour: 518- 490-1952, 651-9746 or 651-1433/ wlatour@gmail.com

Canton Potsdam Hospital:

Lawrence Avenue Apartments: 315-265-5550

North Country Manor: 315-265-6500

Northern Healthcare Education Center: 315-379-7701/ rwoods@nahecnecnet.org

Potsdam Apartments: 315-265-7370

SUNY Canton (summer only): John Kennedy 315-386-7513 reslife@canton.edu

SUNY Potsdam: Josh McLearn 315-267-2350 mclearjd@potsdam.edu

Carthage Area Hospital:

Carthage Apartments: 315-493-0977

Champion Apartments: 315-493-1960

DC Properties: 315-679-4995

Long Falls Apartments: 315-493-3030

SUNY JCC: Truscott Terrace 315-788-9314

Washington Court Apartments: 315-493-0977

Claxton Hepburn Medical Center:

The Foundation House: Contact Dan Steele, Radiology Manager 315-393-3600

EJ Noble in Canton

Canton Manor Apartments: 315-379-9653

West Gate Terrace Apartments: 315-386-4353

Elizabethtown Community Hospital:

Cobble Hill Inn: 518-873-6809

Local Chamber of Commerce: <http://www.elizabethtownchamber.com/area-services.htm#Lodging>

Namaste Inn B&B: 518-873-2332

The Old Mill B&B: 518-873-2294

Lewis County Hospital:

Lowville Heights Apartments: 315-376-8416

Massena Memorial Hospital:

Free Trader: 315-769-7149/ freetraderfirst.com

Kassian Real Estate: 315-769-0025/ kassian@twcnny.rr.com

Massena Landlord Association: 315-250-9050

Northern Healthcare Education Center: 315-379-7701/ rwoods@nahecnecnet.org

Moses Ludington Hospital:

Best Western: 518-585-2378

Circle Court Motel (across from the hospital): 518-585-7660

JASAMA: Jim Majors: 518-585-2108/ jmajor2@nycap.rr.com

Super 8 Motel: 518-585-2617

Samaritan Medical Center:

Gabriel Courts: 1-888-573-2431

Lambert, Steve: Washington Street 315-788-6310 (referred by a student)

Mountaineer Estates: 1-888-573-2446

Ontario Village Apartments: 315-629-8129

SUNY JCC: Truscott Terrace 315-788-9314