The primary purpose of this booklet is to give specific information pertinent to the Radiologic Technology Program at North Shore Community College. Other general information can be found in the North Shore Community College Catalog of which a copy is kept in the college library for easy access. Here, you will find all the policies and procedures that govern the Radiologic Technology Program. You may want to refer to this booklet for many of the questions you may have concerning the two years you will spend as part of the program.

Please remember that we are always available to address your questions and concerns. We hope your experience with us is both educational and rewarding. You have chosen a wonderful profession and we will strive to help you become the best Radiologic Technologist that you can be.
# TABLE OF CONTENTS

## SECTION 1 – PROGRAM INTRODUCTION AND ACCREDITATION

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCREDITATION INFORMATION</td>
<td>4</td>
</tr>
<tr>
<td>ADVISORY COMMITTEE</td>
<td>7</td>
</tr>
<tr>
<td>CLINICAL AFFILIATES</td>
<td>7</td>
</tr>
<tr>
<td>CODE OF ETHICS</td>
<td>10</td>
</tr>
<tr>
<td>DEGREE AWARDED</td>
<td>8</td>
</tr>
<tr>
<td>FACULTY</td>
<td>6</td>
</tr>
<tr>
<td>GENERAL QUALIFICATIONS FOR THE ARRT EXAM</td>
<td>8</td>
</tr>
<tr>
<td>HISTORY</td>
<td>2</td>
</tr>
<tr>
<td>INTRODUCTION TO THE PROFESSION OF RADIOLOGIC TECHNOLOGY</td>
<td>2</td>
</tr>
<tr>
<td>MASS STATE LICENSE</td>
<td>8</td>
</tr>
<tr>
<td>MISSION STATEMENT – COLLEGE</td>
<td>2</td>
</tr>
<tr>
<td>NATIONAL &amp; STATE PROFESSIONAL AGENCIES</td>
<td>4</td>
</tr>
<tr>
<td>NATIONAL REGISTRY EXAMINATION</td>
<td>8</td>
</tr>
<tr>
<td>PROGRAM EFFECTIVENESS DATA</td>
<td>5</td>
</tr>
<tr>
<td>PROGRAM MISSION STATEMENT, GOALS &amp; STUDENT LEARNING OUTCOMES</td>
<td>3</td>
</tr>
<tr>
<td>PROGRAM STANDARDS FOR ACCREDITATION</td>
<td>9</td>
</tr>
<tr>
<td>VISION STATEMENT – COLLEGE</td>
<td>3</td>
</tr>
</tbody>
</table>
SECTION 2 – ADMISSIONS AND PROGRAM REQUIREMENTS

ADMISSIONS REQUIREMENTS CHECKLIST 30 - 33
BLS FOR HEALTHCARE PROVIDERS 21
COMPETENCY FLOW CHART 19
COURSE CONTENT 13 – 17
COST OF ATTENDING 22 - 24
CRIMINAL OFFENSE RECORD INVESTIGATION (CORI) 20 & 21
DRUG SCREENING POLICY 21
FINANCIAL AID 24
HEALTH INSURANCE 21
HEALTH EVALUATION PACKET 24 – 29
MASTER PLAN 18
NON-ACCEPTANCE 20
ORIENTATION PROGRAMS 21
POLICY ON NON-DISCRIMINATION & ACCOMMODATION FOR PERSONS WITH DISABILITIES 24
PROFESSIONAL LIABILITY INSURANCE (MALPRACTICE) 21
PROGRAM REQUIREMENTS 12
RE-ADMISSION POLICY 20
RE-APPLICATION 20
REFUND POLICY 24
SEX OFFENDER RECORD INFORMATION (SORI) 20
SUMMER COMMUNICATION 21
TECHNICAL STANDARDS 30 - 32
TRANSPORTATION 21
WAITING LIST 20
WITHDRAWING FROM PROGRAM 20
### SECTION 3 – SCHOOL AND CLASSROOM POLICIES

<table>
<thead>
<tr>
<th>Policy</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Honesty</td>
<td>35</td>
</tr>
<tr>
<td>Classroom Attendance Policy</td>
<td>34</td>
</tr>
<tr>
<td>Classroom Behavior Policy</td>
<td>34 &amp; 35</td>
</tr>
<tr>
<td>Copyright Policy</td>
<td>35</td>
</tr>
<tr>
<td>Exam Policy</td>
<td>36</td>
</tr>
<tr>
<td>Field Trips</td>
<td>39</td>
</tr>
<tr>
<td>Grading System</td>
<td>36</td>
</tr>
<tr>
<td>Grievance Procedures &amp; Due Process</td>
<td>38</td>
</tr>
<tr>
<td>Individual Student Behavior Policy</td>
<td>34</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>34</td>
</tr>
<tr>
<td>Recommending Changes to the Handbook</td>
<td>39</td>
</tr>
<tr>
<td>Reference Requests</td>
<td>39</td>
</tr>
<tr>
<td>Required Passing Score</td>
<td>36</td>
</tr>
<tr>
<td>Review Board</td>
<td>34</td>
</tr>
<tr>
<td>Sexual Harassment Policy</td>
<td>36 &amp; 37</td>
</tr>
<tr>
<td>Social Media Guidelines and Policy</td>
<td>37 &amp; 38</td>
</tr>
<tr>
<td>Statement of Reasonable Accommodation for Students with Disabilities</td>
<td>38 &amp; 39</td>
</tr>
<tr>
<td>Tardiness Policy</td>
<td>34</td>
</tr>
</tbody>
</table>
SECTION 4 – CLINICAL POLICIES

CLINICAL

- ACCIDENTS 52
- ATTENDANCE 41
- CANCELLATION POLICY 52 & 53
- CODE OF EXCELLENCE 43
- COMPETENCY REQUIREMENTS 48
- DRESS CODE 44
- EQUITABLE STUDENT ROTATIONS/OBSERVATION 52
- GENERAL GUIDELINES 41 & 42
- HOSPITAL AFFILIATES 41
- PROFESSIONAL CONDUCT 42
- STATEMENT 41
- WAIVER FORM 41

COMMUNICABLE DISEASES POLICY 55

CONFIDENTIAL INFORMATION (HIPAA) 44

CLINICAL DATA COLLECTION

- CLOCKING IN AND OUT 49
- TRACKING RADIOLOGY EXAMS 49
- TRAJECSYS 49

DISCIPLINARY ACTION

- CONFERENCE FORM 54
- DISCIPLINARY ACTION FORM 54
- GRIEVANCE PROCEDURES AND DUE PROCESS 55
- GROUNDS FOR SUSPENSION/DISMISSAL 54

EFFECTS OF RADIATION EXPOSURE ON FETUS 57

RADIOGRAPHY MARKERS 46

STUDENT CLINICAL EVALUATION

- CLINICAL CLASSROOM ASSIGNMENTS AND EXAM GRADES 47
- STUDENT PERFORMANCE EVALUATIONS 48
- COMPETENCY GRADES 48
- CLINICAL COMPETENCY SPREADSHEET 48
- MIDTERM MILESTONES 48
REQUIRED PASSING SCORE 36
HOLDING PATIENTS FOR AN EXAMINATION 52
IDENTIFICATION BADGES 44
MAKE-UP TIME POLICY 53
MRI ORIENTATION FOR OBSERVATION 52
PATIENT RELEASE 52
PROGRAM LENGTH EXTENSION POLICY 54

RADIATION
- MONITORING BADGE POLICY 44 & 45
- REPEATED RADIOGRAPH POLICY 52
- SAFETY, PROTECTION & MONITORING POLICY 45 & 46

TARDINESS POLICY 46

TELEPHONE, MOBILE PHONE & ELECTRONIC DEVICE POLICY 52

TIME OFF
- BEREAVEMENT POLICY 47
- EXTENDED ABSENCE POLICY 47
- FLEX TIME 46
- HOLIDAYS 46
- JURY DUTY POLICY 47
- NO CALL/NO SHOW 46
- TIME OFF 46
- VACATION 47

VOLUNTARY DECLARED PREGNANCY POLICY 56
SECTION 5 - FORMS

<table>
<thead>
<tr>
<th>Form</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLINICAL FIELDWORK WAIVER FORM</td>
<td>59</td>
</tr>
<tr>
<td>FIELD TRIP PERMISSION FORM</td>
<td>73</td>
</tr>
<tr>
<td>MR SCREENING SIGNOFF</td>
<td>61</td>
</tr>
<tr>
<td>PROGRAM LENGTH EXTENSION FORM</td>
<td>65</td>
</tr>
<tr>
<td>REFERENCE LETTER REQUEST FORM</td>
<td>64</td>
</tr>
<tr>
<td>REQUEST FOR OCCUPATIONAL EXPOSURE RECORDS RELEASE FORM</td>
<td>66</td>
</tr>
<tr>
<td>STUDENT PERFORMANCE EVALUATION</td>
<td>67 – 72</td>
</tr>
<tr>
<td>STUDENT REFERENCE RELEASE FORM</td>
<td>63</td>
</tr>
<tr>
<td>STUDENT STATEMENT PAGE</td>
<td>74</td>
</tr>
<tr>
<td>STUDENT SUPERVISION POLICY</td>
<td>60</td>
</tr>
<tr>
<td>VOLUNTARY DECLARED PREGNANCY FORM</td>
<td>62</td>
</tr>
</tbody>
</table>
Section 1

Program Introduction and Accreditation
INTRODUCTION TO THE PROFESSION OF RADIOLOGIC TECHNOLOGY
The program in Radiologic Technology at North Shore Community College is fully accredited through the Joint Review Committee on Education in Radiologic Technology (JRCERT). (www.JRCERT.org)

The program adheres to and follows the “Standards for an Accredited Educational Program in Radiologic Sciences” which is kept on file in the college laboratory.

The curriculum provides a student radiographer with the necessary skills to perform as a radiographer as listed under "DESCRIPTION of the PROFESSION" and to sit for the National Registry (ARRT) examination to become a registered radiographer R.T.(R)-Registered Technologist in Radiography. Successful completion of the ARRT examination qualifies the RT(R) to apply for the Massachusetts state license in Diagnostic Radiography.

Description of the Profession: (The Joint Review Committee on Education in Radiologic Technology)

The profession of radiography requires the ability to provide appropriate health care services. Radiographers are highly skilled professionals qualified by education to perform imaging examinations and accompanying responsibilities at the request of physicians qualified to prescribe and/or perform radiologic procedures. The radiographer is able to:

1. Apply knowledge of anatomy, physiology, positioning, and radiographic techniques to accurately demonstrate anatomical structures on a radiograph or other imaging receptor.
2. Determine exposure factors to achieve optimum radiographic techniques with minimum radiation exposure to the patient.
3. Evaluate radiographic images for appropriate positioning and image quality.
4. Apply the principles of radiation protection for the patient, self, and others.
5. Provide patient care and comfort.
6. Recognize emergency patient conditions and initiate lifesaving first aid and basic life-support procedures.
7. Detect equipment malfunctions, report same to the proper authority and know the safe limits of equipment operation.
8. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
9. Participate in radiologic quality assurance programs.
11. Communicate effectively and accurately with patients, physicians, and other personnel.
12. Display the attitudes and values appropriate to health care professionals.
13. Participate in life long learning activities.

HISTORY
The Radiologic Technology program at North Shore Community College admitted the first class of students in the summer of 1969.

Representatives of seven area hospitals embodied in the North Shore Radiological Society worked closely with the college in establishing Radiologic Technology Education.

It is the close affiliation between the hospitals and the college which has been responsible for the implementation and continued success of Radiologic Technology Education on the North Shore.

COLLEGE MISSION STATEMENT
North Shore Community College is a source of hope and opportunity and a regional leader for social and economic change. Blending tradition and innovation, liberal arts and career preparation, intellectual development and cultural and personal growth, we foster a diverse and caring community of learners where all are welcome and each is challenged. We offer lifelong education responsive to changing community needs, a global economy, evolving technology and the shifting roles faced by individuals and institutions. Our greatest contribution to the Commonwealth is the success and achievement of our students.” (NSCC Mission Statement)
COLLEGE VISION STATEMENT
North Shore Community College will be a catalyst for personal, community and regional change through education, training and civic engagement. The College will serve as a beacon of hope and opportunity for an increasingly diverse student body and be a respected, full partner with other public and private organizations seeking better lives for North Shore residents and a vibrant future for the region.” (North Shore Community College)

In keeping with the philosophy of the NSCC Mission Statement, four (4) area hospitals cooperate with the college in the training and education of Radiologic Technologists. Realizing that the health needs of any community are of prime importance and that the modern medical health team necessarily includes professionals such as Radiologic Technologists; the cooperating segments of this program have committed themselves to the program goals set down herein.

PROGRAM MISSION, GOALS, STUDENT LEARNING OUTCOMES AND ACCREDITATION INFORMATION

MISSION STATEMENT
The Radiologic Technology program at North Shore Community College provides education to ensure competent, entry level Radiologic Technologists for employment within the health care community. The program incorporates technologies needed to prepare the learner for the ever changing Radiology field, while promoting a culture of respect and encouraging life long learning that cultivates professional growth, competence, and scholarship.

To realize this mission, the following **Program Goals** have been established:

1. Students will demonstrate clinical competence.
2. Students will employ effective communication skills.
3. Students will apply critical thinking skills.
4. Students will practice professionalism

The RT program has established the following **Student Learning Outcomes** as part of the program goals:

For Goal #1- Students will demonstrate clinical competence
1. Students will position patients.
2. Students will apply radiation safety.
3. Students will select proper exposure techniques.

For Goal #2- Students will employ effective communication skills.
1. Students effectively communicate with patients.
2. Students effectively communicate within the classroom setting.
3. Students will research and complete a presentation on a current topic in Radiology.

For Goal #3- Students will apply critical thinking skills.
1. Students adapt to new or changing situations.
2. Students demonstrate the ability to perform non-routine procedures.
3. Students show good judgment within limits of competence.

For Goals #4- Students will practice professionalism
1. Students treat patients with compassion and concern.
2. Students will demonstrate patient care.
3. Students will research and write a paper on Pathological condition seen in medical imaging.
ACCREDITATION INFORMATION:
The North Shore Community College Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Contact information for the JRCERT:

JRCERT
20 N. Wacker Drive Suite 2850
Chicago, IL 60606-3182
Phone 312-704-5300
Fax 312-704-5304
website www.jrcert.org
e-mail mail@jrcert.org

NATIONAL & STATE PROFESSIONAL AGENCIES

**Joint Review Committee on Education in Radiologic Technology (JRCERT):** The North Shore Community College Radiologic Technology program is accredited by the JRC/ERT and strives continuously to maintain compliance with all the standards necessary for maintaining accreditation. Complaints regarding allegations that the program is in non-compliance of the standards should be directed to:

JRCERT
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
mail@jrcert.org Or www.jrcert.org

Upon notification from the JRCERT that the program is in non-compliance the program director will meet with the program faculty and clinical instructors within one week and devise a plan to bring the program into compliance. The accreditation Standards are included at the end of this document.

**American Registry of Radiologic Technologists:** Graduates of the Radiologic Technology program are eligible to apply for national certification as a radiographer by the America Registry of Radiologic Technology (ARRT) upon: successful completion of the ARRT examination, and by providing evidence of ethical behavior proving the applicant to "be a person of good moral character and must not have engaged in conduct that is inconsistent with the ARRT Rules of Ethics."

All students accepted to the NSCC Radiologic Technology program are required to submit to a Criminal and Sexual Offender Records Information (CORI/SORI) review prior to beginning the program. Individuals having a criminal record (misdemeanor or felony) will be advised as to their potential for admittance to a clinical setting (during the educational process and/or when seeking employment) and ARRT eligibility. Such individuals are strongly advised to complete the ARRT pre-application process to determine their eligibility for ARRT examination, upon completion of the program. An application for this assessment may be obtained by calling the ARRT at (651) 687-0048 ext. 544 or from the “Ethics” section of their web site, www.arrt.org. Early action with this matter is recommended to avoid delay of ARRT eligibility upon completion of the program OR to re-assess one’s enrollment in the program.

**Massachusetts Radiologic Technology License Commission:** The Commonwealth of Massachusetts requires the licensing of all operators of ionizing medical radiography equipment through the DPH Radiation Control Program. Student radiographers are permitted to operate such equipment while enrolled in an accredited program of Radiologic Technology and are under the direct or indirect supervision of a licensed radiographer. Radiography graduates are eligible to apply for a license to practice radiologic technology. Specific regulations and additional information on licensing requirements may be accessed through the state’s website www.state.ma.us/dph/rcp/radia.htm.

**Professional & Student Organizations:** Students will be encouraged to become student members of the Massachusetts Society of Radiologic Technologists (MSRT) and the American Society of Radiologic Technologists. Students who wish to also join the ASRT may obtain an application from the program director. The annual membership fee for students is $30.00 (application fee is waived) and includes a subscription to RADIOLOGIC TECHNOLOGY a bi-monthly professional journal.
PROGRAM EFFECTIVENESS DATA as of 2017

THE ARRT PASS RATE:
The ARRT pass rate is the number of graduates that have taken and passed the ARRT (American Registry of Radiologic Technologists Radiography credentialing examination) on the first attempt. The RT program meets the five year average credentialing examination pass rate goal by the JRCERT of not less than 75% at first attempt within six months of graduation.

<table>
<thead>
<tr>
<th>Year</th>
<th>Percent passing on first attempt</th>
<th>Number of students</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>100%</td>
<td>14</td>
</tr>
<tr>
<td>2014</td>
<td>100%</td>
<td>14</td>
</tr>
<tr>
<td>2015</td>
<td>100%</td>
<td>13</td>
</tr>
<tr>
<td>2016</td>
<td>100%</td>
<td>12</td>
</tr>
<tr>
<td>2017</td>
<td>88%</td>
<td>14</td>
</tr>
</tbody>
</table>

Five year pass rate 98%

67

PROGRAM COMPLETION RATE:
Program completion rate is defined as the number of students who complete the program within 150% of the stated program length. The program’s stated length is 21 months and 150% of the program’s stated length is 31.5 months from the start of the program in September. The RT program meets the program completion rate goal of not less than 75% within 31.5 months of first starting the program as a 5 year average. However, it did not meet that goal for the class of 2016.

<table>
<thead>
<tr>
<th>Year</th>
<th>Percent completion</th>
<th>Number of students completing the program/number of students starting the program</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>88%</td>
<td>15/17</td>
</tr>
<tr>
<td>2014</td>
<td>100%</td>
<td>17/17</td>
</tr>
<tr>
<td>2015</td>
<td>76%</td>
<td>13/17</td>
</tr>
<tr>
<td>2016</td>
<td>71%</td>
<td>12/17</td>
</tr>
<tr>
<td>2017</td>
<td>94%</td>
<td>16/17</td>
</tr>
</tbody>
</table>

Five year completion rate 86%

73/85

JOB PLACEMENT RATE:
The job placement rate is determined by the program sending out graduate surveys 12 months after graduation. The job placement rate is determined by the number of surveys returned by the graduates, The five year average job placement rate is not less than 75% within 12 months of graduation. Note that the number of surveys returned may not be the same as those who actively sought employment.

<table>
<thead>
<tr>
<th>Year</th>
<th>Job Placement Rate in percent</th>
<th>Number of students returning the survey/number of surveys sent</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>100%</td>
<td>8/15</td>
</tr>
<tr>
<td>2014</td>
<td>82%</td>
<td>11/17</td>
</tr>
<tr>
<td>2015</td>
<td>100%</td>
<td>7/13</td>
</tr>
<tr>
<td>2016</td>
<td>100%</td>
<td>11/12</td>
</tr>
<tr>
<td>2017</td>
<td>100%</td>
<td>12/16</td>
</tr>
</tbody>
</table>

5 year average job placement rate 96%

49/73

For additional information regarding program effectiveness data visit the JRCERT website at www.jrcert.org
FACULTY
The following is a list of Personnel that are available to answer questions about the program in general or about a specific hospital with which the college affiliates.

**Joseph Mansell, MS, RT(R)**
Program Director, Radiologic Technology
North Shore Community College
1 Ferncroft Rd.
Danvers, MA 01923
(978) 762-4163

**Judson Lane, BS, RT(R)**
Clinical Coordinator, Radiologic Technology
North Shore Community College
1 Ferncroft Rd.
Danvers, MA 01923
(978) 762-4173

**Russell Arey**
Adjunct Professor, Radiologic Technology
North Shore Community College
1 Ferncroft Rd.
Danvers, MA 01923

**Dawn Bizzarro, RT(R)**
Clinical Instructor, Radiologic Technology
Salem Hospital
81 Highland Avenue
Salem, MA 01970
(978) 354-4409

**Susan Parker, RT(R)**
Clinical Instructor, Radiologic Technology
Union Hospital
500 Lynnfield St.
Lynn, MA 01904
(781) 581-9200

**Nicole Pagliarulo, BS, RT(R)**
Clinical Instructor, Radiologic Technology
Beverly Hospital
85 Herrick Street
Beverly, MA 01915
(978) 922-3000

**Deanne Hobba, BS, RT(R)**
Clinical Instructor, Radiologic Technology
Addison Gilbert Hospital
298 Washington Street
Gloucester, MA 01930
(978) 283-4000

**Sandy Normand, RT(R)**
Clinical Instructor, Radiologic Technology
Beverly Hospital at Danvers
480 Maple St.
Danvers, MA 01923
(978) 774-4400

**Amanda Jackson, RT(R)**
Clinical Instructor, Radiologic Technology
Lynn Community Health Center
269 Union St.
Lynn, MA 01901
(781) 477-3105
CLINICAL AFFILIATES
North Shore Community College considers it a distinct privilege to be associated with the hospitals listed.

Each hospital is a modern facility equipped with a variety of diagnostic instruments. Individual Radiology Departments provide the student with the maximum experience in diagnostic radiology.

The affiliate hospitals are:

Addison-Gilbert Hospital located in Gloucester, MA
Beverly Hospital located in Beverly, MA
Beverly Hospital at Danvers located in Danvers, MA
Lynn Community Health Center, Lynn, MA
Salem Hospital located in Salem, MA
Union Hospital located in Lynn, MA

ADVISORY COMMITTEE
The Radiologic Technology Program is guided by an Advisory Committee which meets at regular intervals to discuss issues pertinent to the program. This committee recommends changes and innovations consistent with the philosophy of Radiologic Technology Education. It is responsible for the continued updating of technical training and concerns itself with problems of an immediate nature, as well as long term modifications.

ADVISORY COMMITTEE COMPOSITION

College Personnel

Vice President for Academic Affairs
Dean of Health Professions
Program Director, Radiologic Technology
Clinical Coordinator, Radiologic Technology
Dean of STEM and Education
Director of Accessibility Services
Freshman student, Radiologic Technology
Sophomore student, Radiologic Technology
Graduate, Radiologic Technology

Hospital Affiliate Personnel

Department Manager from each participating hospital
Clinical Instructor from each participating hospital
Medical Advisor
DEGREE AWARDED
Students who successfully complete the program requirements will receive an Associate Degree in Science in Radiologic Technology from North Shore Community College.

NATIONAL REGISTRY EXAMINATION
Students who successfully complete the Radiologic Technology Program and who graduate with an Associate Degree in Radiologic Technology are eligible to sit for the American Registry of Radiologic Technologists Examination. A grade of 75 or better on the examination bestows the title of Registered Radiologic Technologist upon the program graduate.

GENERAL QUALIFICATIONS FOR THE ARRT EXAM
Candidates must comply with the “Rules of Ethics” contained in the ARRT Standards of Ethics. The Rules of Ethics are standards of minimally acceptable professional conduct for all presently Registered Technologists and applicants. The Rules of Ethics are intended to promote the protection, safety and comfort of patients. Registered Technologists and applicants engaging in any of the conduct or activities noted in the Rules of Ethics, or who permit the occurrence of said conduct or activities with respect to them, have violated the Rules of Ethics and are subject to sanctions as described. One issue addressed by the Rules of Ethics is the conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception 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. All potential violations must be investigated by the ARRT in order to determine eligibility. Registered technologists and applicants who violate the Rule of Ethics must provide the ARRT with a written explanation, including court documentation of the charges, with the application for examination. The court documentation must verify the nature of the conviction, the nature of the sentence imposed by the courts, and the current status of the sentence. If the applicant is convicted between the time of application and the exam administration date, it is the applicant’s responsibility to inform the ARRT immediately and begin the review process. Additional information may be found in the ARRT Rules and Regulations and in the ARRT Standards of Ethics at www.ARRT.org.

Individuals who have violated the Rules of Ethics may request a pre-application review of the violation in order to obtain a ruling of the impact on their eligibility for examination for the ARRT examination. The individual may submit the pre-application at any time either before or after entry into an accredited educational program. This review may enable the individual to avoid the delays in processing the application for examination that is made at the time of graduation. The pre-application is not contained in this Handbook and must be requested directly from the ARRT at www.ARRT.org. Submission of a pre-application does not waive the application for examination, the examination fee, the application deadline or any of the other application procedures.

MASSACHUSETTS STATE LICENSE
Students who successfully complete the Radiologic Technology Program are eligible to apply for a one-year temporary RT license. Upon notification of passing the ARRT examination, program graduates are then eligible to apply for a full Massachusetts Radiologic Technologist license.
STANDARDS FOR AN ACCREDITED EDUCATIONAL PROGRAM IN RADIOLOGIC SCIENCES

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY

Standard One: Integrity
The program demonstrates integrity in the following: representations to the communities of interest and the public, pursuit of fair and equitable academic practices, and treatment of, and respect for, students, faculty and staff.

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

Standard Three: Curriculum and Academic Practices
The program’s curriculum and academic practices prepare students for professional practice.

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

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

Standard Six: Institutional/Programmatic Data
The program complies with JRCERT policies, procedures, and standards to achieve and maintain specialized accreditation.
CODE OF ETHICS

1. The Radiologic Technologist conducts himself/herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.

2. The Radiologic Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.

3. The Radiologic Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination regardless of sex, race, creed, religion, or socioeconomic status.

4. The Radiologic Technologists practices technology founded upon theoretical knowledge and concepts, utilizes equipment and accessories consistent with the purposes for which they have been designed, and employs procedures and techniques appropriately.

5. The Radiologic Technologist assesses situations, exercises care, discretion and judgment, assumes responsibility for professional decisions, and acts in the best interest of the patient.

6. The Radiologic Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of management of the patient, and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

7. The Radiologic Technologist utilizes equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing the radiation exposure to the patient, self, and other members of the health care team.

8. The Radiologic Technologist practices ethical conduct appropriate to the profession, and protects the patient's right to quality radiologic technology care.

9. The Radiologic Technologist respects confidences entrusted in the course of professional practice, respects patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual of the community.

10. The Radiologic Technologist continually strives to improve knowledge and skills by participating in continuing educational and professional activities, sharing knowledge with colleagues and investigating new and innovative aspects of professional practice.

Adopted by the American Registry of Radiologic Technologists
Section 2

Admissions and Program Requirements
PROGRAM REQUIREMENTS

FIRST YEAR, FIRST SEMESTER

Anatomy & Physiology I 4 cr  
Composition I 3 cr  
Principles of Rad Tech I 3 cr  
Radiographic Clinical Experience I 2 cr  
Radiographic Anat/Positioning Lab I 1 cr  
Introduction to Statistics 3 cr

January Intersession Practicum

FIRST YEAR, SECOND SEMESTER

Anatomy & Physiology II 4 cr  
Composition II Elective 3 cr  
Principles of Rad Tech II 3 cr  
Radiography Clinical Experience II 3 cr  
Radiographic Anat/Positioning Lab II 1 cr  
RAD Science 3 cr

SUMMER

Radiography Summer Clinical Experience 5 cr

SECOND YEAR, FIRST SEMESTER

Principles of Rad Technology III 3 cr  
Radiography Clinical Experience III 3 cr  
Radiographic Anatomy/Positioning Lab III 1 cr  
Fundamentals of Computer Concepts 3 cr  
Radiographic Pathology 3 cr

SECOND YEAR, SECOND SEMESTER

Principles of Rad Tech IV 3 cr  
Radiography Clinical Experience IV 3 cr  
Radiographic Anatomy/Positioning Lab IV 1 cr  
Introductory (General) Psychology 3 cr

A grade of C (75) or better is required in all of the designated Radiologic Technology courses in order that the student may remain in good standing in the Radiologic Technology Program at North Shore Community College.

A grade lower than C (75) in any of these courses is cause for the student to be dismissed from the Radiologic Technology Program.
PROGRAM: Radiologic Technology Education
COURSE NAME: Principles of Radiologic Technology I
COURSE NUMBER: RAD 101
CREDIT HOURS: 3

CATALOG DESCRIPTION:
This course provides an introduction to the radiologic technology profession including the discovery of x-rays, the use of radiation medical diagnoses, regulatory agencies and radiation safeguards. This course will discuss the computer networks associated with medical imaging as well as other modalities within a radiology department. The course covers the science of x-ray production, as well as factors that affect x-ray image quality. This course will also introduce the student to the various components of digital imaging equipment and how digital images are generated.

COURSE CONTENT:

Unit I   Introduction to Radiography
Unit II  The Prime Radiographic Exposure Factors: mA, kVp, time and distance
Unit III Radiologic Quality
Unit IV  Radiographic Film

PROGRAM: Radiologic Technology Education
COURSE NAME: Principles of Radiologic Technology II
COURSE NUMBER: RAD 102
CREDIT HOURS: 3

CATALOG DESCRIPTION:
Investigates the means available for improving image quality. Examines various aspects of radiographic film, film construction, film processing and silver recovery. Examines the types and effects of intensifying screens and grids. Examines fluoroscopy, fluoroscopic units, image intensifiers and tomography. Includes the principles of pharmacology, contrast media, cardiac and emergency medications.

COURSE CONTENT:

Unit I   Radiographic film processing and artifacts.
Unit II  Intensifying screens and grids.
Unit III Fluoroscopy, Tomography, Contrast Media
Unit IV  Pharmacology

PROGRAM: Radiologic Technology Education
COURSE NAME: Principles of Radiologic Technology III
COURSE NUMBER: RAD 201
CREDIT HOURS: 3

CATALOG DESCRIPTION:
This course is designed for students in their second year of Radiologic Technology Education. It will cover radiobiology, background radiation, effects of irradiation, responses to irradiation, radiation syndromes and radiation oncology. The course will also cover the need for radiation protection, methods used for patient and personnel protection, and methods used to monitor radiation exposures.

COURSE CONTENT:

Unit I   Radiation and Matter Unit
Unit II  Radiation Biology
Unit III: Biological Damage from Radiation
Unit IV: Protection of Patient during Radiologic Procedures
Unit V: Protection of Personnel
Unit VI: Radiation Monitoring and Structural Facilities Regulations

**PROGRAM:** Radiologic Technology Education
**COURSE NAME:** Principles of Radiologic Technology IV
**COURSE NUMBER:** RAD 202
**CREDIT HOURS:** 3

**CATALOG DESCRIPTION:**

An advanced level course designed to provide the students current information pertinent to the rapidly changing field of medical imaging. Includes Quality assurance; Angiography, Computers in Radiography; Digital Imaging; Computed Tomography; and Magnetic Resonance Imaging.

**COURSE CONTENT:**

- Unit I: Job Search
- Unit II: Quality Assurance and Control
- Unit III: Certification & Licensure
- Unit IV: Digital Fluoroscopy, Digital Radiography and Special Procedures
- Unit V: Computers in Medical Imaging

A research paper will be assigned and will be considered as 1/6 of the final grade.

**Students must submit 2 hours per week of study and 2 test score from Rad Review Easy.**

---

**PROGRAM:** Radiologic Technology Education
**COURSE NAME:** Radiologic Science
**COURSE NUMBER:** RAD 121
**CREDIT HOURS:** 3

**CATALOG DESCRIPTION:**

This course introduces the fundamental aspects of physics with an emphasis on the concepts and theories pertinent to the understanding of X-ray production and radiologic equipment. The course will cover the methods of X-ray production with matter. The X-ray tube and X-ray circuit will be covered in detail.

**COURSE CONTENT:**

- Unit I: Motion, Forces, Energy
- Unit II: The Structure of Matter
- Unit III: AC and DC Circuits, Generators and Motors
- Unit IV: Voltage Control and Rectification
- Unit V: X-ray Tube and X-ray Circuit
- Unit VI: The Nature of X-ray

---

**PROGRAM:** Radiologic Technology Education
**COURSE NAME:** Radiographic Anatomy & Positioning Lab I
**COURSE NUMBER:** RAD 131
**CREDIT HOURS:** 1

**CATALOG DESCRIPTION:**

Medical terminology, positioning and imaging principles needed for the foundation of Radiologic Technology will be covered. Topics include patient care procedures, anatomy and positioning of the respiratory system, abdomen, hand, wrist, foot and ankle.

**COURSE CONTENT:**

- Unit I: Patient Care Procedures
- Unit II: Respiratory System
- Unit III: Hands, wrists, forearm, elbow, humerus, feet, ankles
- Unit IV: Shoulder Girdle
PROGRAM: Radiologic Technology Education
COURSE NAME: Radiographic Anatomy & Positioning Lab II
COURSE NUMBER: RAD 132
CREDIT HOURS: 1

CATALOG DESCRIPTION:
Medical terminology, positioning and imaging principles needed for the foundation of Radiologic Technology will be covered. Covers the anatomy and positioning of the following body parts: digestive and biliary systems, urinary system, upper limbs, lower limbs, bony thorax, pelvis and hips and the vertebral column.

COURSE CONTENT:
- Unit I  Digestive and biliary system
- Unit II Urinary system
- Unit III Lower leg, knee, and femur
- Unit IV Pelvis and hips
- Unit V Bony Thorax
- Unit VI Vertebral Column

PROGRAM: Radiologic Technology Education
COURSE NAME: Radiologic Pathology
COURSE NUMBER: RAD 150
CREDIT HOURS: 3

CATALOG DESCRIPTION:
This course will introduce the students to the etiology, diagnosis, prognosis and complications of the pathology as seen in the field of medical imaging. We will explore the pathological classifications and understand which imaging modality is best for imaging a particular pathology. Finally, students will learn the radiographic appearance of the pathology and will understand that procedural and technical considerations when imaging someone with that type of pathology.

PROGRAM: Radiologic Technology Education
COURSE NAME: Radiographic Anatomy & Positioning Lab III
COURSE NUMBER: RAD 231
CREDIT HOURS: 1

CATALOG DESCRIPTION:
This course is an intermediate level laboratory involved with the anatomy and positioning of the following body parts: cranium, facial mass and their contents.

COURSE CONTENT:
- Unit I  Cranium and Facial Bones

PROGRAM: Radiologic Technology Education
COURSE NAME: Radiographic Anatomy Positioning Lab IV
COURSE NUMBER: RAD 232
CREDIT HOURS: 1

CATALOG DESCRIPTION:
This course is an advanced anatomy and positioning laboratory to develop the information base needed to perform radiographic special procedures such as: venipuncture, angiographic studies of the heart, arteries and veins.

COURSE CONTENT:
- Unit I  Vascular Studies
- Unit III Venipuncture
- Unit IV Case Study
RADIOGRAPHY CLINICAL EXPERIENCE

COURSE CONTENT

PROGRAM: Radiologic Technology Education
COURSE NAME: Radiography Clinical Experience I
COURSE NUMBER: RAD 111
CREDIT HOURS: 2

CATALOG DESCRIPTION:

Provides a hands-on approach to developing positioning skills concerning the radiographic anatomy and positioning of the respiratory system, the abdomen, the upper limbs, feet and ankles. Also includes an orientation to the hospital and departmental policies along with medico-legal ethics and medical terminology.

COURSE CONTENT:

<table>
<thead>
<tr>
<th>Unit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Orientation/Medical Terminology</td>
</tr>
<tr>
<td>II</td>
<td>Medical Legal Ethics</td>
</tr>
<tr>
<td>III</td>
<td>Front desk and Image processing and File Room</td>
</tr>
<tr>
<td>IV</td>
<td>Fluoroscopy and preparation</td>
</tr>
<tr>
<td>V</td>
<td>Chest positioning</td>
</tr>
<tr>
<td>VI</td>
<td>Abdomen positioning</td>
</tr>
<tr>
<td>VII</td>
<td>Positioning of the hands, wrists, feet and ankles</td>
</tr>
<tr>
<td>VIII</td>
<td>Forearm, elbow and humerus</td>
</tr>
</tbody>
</table>

PROGRAM: Radiologic Technology Education
COURSE NAME: Radiography Clinical Experience II
COURSE NUMBER: RAD 112
CREDIT HOURS: 3

CATALOG DESCRIPTION:

Provides a hands-on approach to developing positioning skills concerning the anatomy of the digestive and biliary systems, the urinary system, the lower limbs, and the shoulder girdle.

COURSE CONTENT:

<table>
<thead>
<tr>
<th>Unit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Upper and Lower Gastrointestinal positioning</td>
</tr>
<tr>
<td>II</td>
<td>Intravenous Urography</td>
</tr>
<tr>
<td>III</td>
<td>Shoulder Girdle</td>
</tr>
<tr>
<td>IV</td>
<td>Lower Leg, Knee, Femur</td>
</tr>
<tr>
<td>V</td>
<td>Pelvis and hips</td>
</tr>
</tbody>
</table>

PROGRAM: Radiologic Technology Education
COURSE NAME: Radiography Summer Clinical Experience
COURSE NUMBER: RAD 113
CREDIT HOURS: 5

CATALOG DESCRIPTION:

Provides a hands-on approach to radiographic positioning and technique of: portable radiography, operating room radiography, hysterosalpingography, myelography, venography and arthrography and surveys for long bone measurement and bone age. Anatomy and positioning of the bony thorax and vertebral column will be included. A pediatric rotation will be done along with performance evaluations not completed during the spring semester. Attention will also be focused on film critique and pathology. (480 clinical hours)

COURSE CONTENT:

<table>
<thead>
<tr>
<th>Unit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Performance evaluations not completed during the Spring Semester</td>
</tr>
<tr>
<td>II</td>
<td>Bony Thorax</td>
</tr>
<tr>
<td>III</td>
<td>Vertebral Column</td>
</tr>
<tr>
<td>IV</td>
<td>Portable Radiography and Operating Room Technology</td>
</tr>
<tr>
<td>V</td>
<td>Myelography, Venography, Arthrography, Hysterosalpingography &amp; ERCP</td>
</tr>
<tr>
<td>VI</td>
<td>Long bone measurement and bone age surveys</td>
</tr>
<tr>
<td>VII</td>
<td>Pediatrics</td>
</tr>
<tr>
<td>VIII</td>
<td>Pathology</td>
</tr>
</tbody>
</table>
PROGRAM: Radiologic Technology Education  
COURSE NAME: Radiography Clinical Experience III  
COURSE NUMBER: RAD 211  
CREDIT HOURS: 4  

CATALOG DESCRIPTION:
This course will provide a hands-on approach to developing positioning skills concerning the anatomy of the cranium, facial mass, and their contents. A rotation through Computerized Tomography (CT) Scanning will be done.

COURSE CONTENT:

<table>
<thead>
<tr>
<th>Unit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Skull and facial bones</td>
</tr>
<tr>
<td>II</td>
<td>Rotation through CT Scanning</td>
</tr>
</tbody>
</table>

PROGRAM: Radiologic Technology Education  
COURSE NAME: Radiography Clinical Experience IV  
COURSE NUMBER: RAD 212  
CREDIT HOURS: 4  

CATALOG DESCRIPTION:
This course will provide a hands-on approach to procedures used in special examinations, vascular studies, and sialography. Clinical rotations through special procedures, magnetic resonance imaging and cardiac catheterization will be done.

COURSE CONTENT:

<table>
<thead>
<tr>
<th>Unit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Special Procedures</td>
</tr>
<tr>
<td>II</td>
<td>Magnetic Resonance Imaging</td>
</tr>
<tr>
<td>III</td>
<td>Cardiac Catheterization Rotation</td>
</tr>
<tr>
<td>IV</td>
<td>Skull positions not completed during the Fall Semester</td>
</tr>
</tbody>
</table>

A. mandible  
B. zygoma  
C. orbits  
D. TMJ's
## PROGRAM BEGINS

<table>
<thead>
<tr>
<th>SEPTEMBER – DECEMBER</th>
<th>JANUARY – MAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 131 and RAD 111</td>
<td>RAD 132 and RAD 112</td>
</tr>
<tr>
<td>Didactic</td>
<td>Didactic</td>
</tr>
<tr>
<td>Clinical</td>
<td>Clinical</td>
</tr>
<tr>
<td>Patient Care</td>
<td>Lower Leg, Knee, Femur</td>
</tr>
<tr>
<td>Respiratory System (Chest)</td>
<td>Pelvis &amp; Hips</td>
</tr>
<tr>
<td>Upper Extremity</td>
<td>Bony Thorax</td>
</tr>
<tr>
<td>Lower Extremity</td>
<td>Vertebral Column</td>
</tr>
<tr>
<td>(Foot/Ankle)</td>
<td>Shoulder Girdle</td>
</tr>
<tr>
<td>Shoulder Girdle</td>
<td></td>
</tr>
<tr>
<td>Dept/Hosp Administration</td>
<td></td>
</tr>
<tr>
<td>Ethics</td>
<td></td>
</tr>
<tr>
<td>Medical Terminology</td>
<td></td>
</tr>
<tr>
<td>Front Desk</td>
<td></td>
</tr>
<tr>
<td>Fluoro Prep</td>
<td></td>
</tr>
<tr>
<td>Abdomen</td>
<td>10 Competencies Must Be Completed</td>
</tr>
</tbody>
</table>

5 Competencies Must Be Completed

<table>
<thead>
<tr>
<th>PROGRAM ENDS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>JUNE – AUGUST</th>
<th>SEPTEMBER - DECEMBER</th>
<th>JANUARY – MAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 113 – Clinical Experience</td>
<td>RAD 231 and RAD 211</td>
<td>RAD 232 and RAD 212</td>
</tr>
<tr>
<td>(UGI; Sm. Bowel; BE)</td>
<td>Didactic Clinical</td>
<td>Didactic Clinical</td>
</tr>
<tr>
<td>Urinary System (IVP)</td>
<td>Didactic Clinical</td>
<td>Didactic Clinical</td>
</tr>
<tr>
<td>Portable Radiography</td>
<td>Didactic Clinical</td>
<td>Didactic Clinical</td>
</tr>
<tr>
<td>Operative Rm. Radiography</td>
<td>Didactic Clinical</td>
<td>Didactic Clinical</td>
</tr>
<tr>
<td>Clinical Rotations</td>
<td>Didactic Clinical</td>
<td>Didactic Clinical</td>
</tr>
<tr>
<td>Pediatric Rotation</td>
<td>Didactic Clinical</td>
<td>Didactic Clinical</td>
</tr>
<tr>
<td>Pathology</td>
<td>Didactic Clinical</td>
<td>Didactic Clinical</td>
</tr>
<tr>
<td>Operative Rm. Radiography</td>
<td>Didactic Clinical</td>
<td>Didactic Clinical</td>
</tr>
<tr>
<td>Clinical Rotations</td>
<td>Didactic Clinical</td>
<td>Didactic Clinical</td>
</tr>
<tr>
<td>Pediatric Rotation</td>
<td>Didactic Clinical</td>
<td>Didactic Clinical</td>
</tr>
<tr>
<td>Pathology</td>
<td>Didactic Clinical</td>
<td>Didactic Clinical</td>
</tr>
<tr>
<td>(UGI; Sm. Bowel; BE)</td>
<td>Didactic Clinical</td>
<td>Didactic Clinical</td>
</tr>
<tr>
<td>Urinary System (IVP)</td>
<td>Didactic Clinical</td>
<td>Didactic Clinical</td>
</tr>
<tr>
<td>Portable Radiography</td>
<td>Didactic Clinical</td>
<td>Didactic Clinical</td>
</tr>
<tr>
<td>Operative Rm. Radiography</td>
<td>Didactic Clinical</td>
<td>Didactic Clinical</td>
</tr>
<tr>
<td>Case Study</td>
<td>Didactic Clinical</td>
<td>Didactic Clinical</td>
</tr>
<tr>
<td>Spec. Procedures Rotation</td>
<td>Didactic Clinical</td>
<td>Didactic Clinical</td>
</tr>
<tr>
<td>M.R.I. Rotation</td>
<td>Didactic Clinical</td>
<td>Didactic Clinical</td>
</tr>
<tr>
<td>Elective Rotations</td>
<td>Didactic Clinical</td>
<td>Didactic Clinical</td>
</tr>
<tr>
<td>Adv. Cranium Positioning</td>
<td>Didactic Clinical</td>
<td>Didactic Clinical</td>
</tr>
</tbody>
</table>

15 Competencies Must Be Completed

10 Competencies Must Be Completed

All remaining Competencies Must Be Completed

10 Random Competencies for Continued Proficiency Must Be Completed

10 Random Competencies for Continued Proficiency Must Be Completed

15 Random Competencies for Continued Proficiency Must Be Completed
COMPETENCY FLOW CHART
Students may perform only those radiographic examinations which they have been instructed to perform. The Flow Chart included in this handbook defines the process of instruction given to students in the Radiologic Technology Program at North Shore Community College.

NSCC Classroom

NSCC Lab Demo

NSCC Phantom Simulation

NSCC Competency Simulation

Completion of Semester Requirements.

Clinical Site Lecture and Demo

Clinical Observation

Clinical Phantom Simulation

Direct Supervision of Examination

Competency Exam Performed

Indirect Supervision of Examination

Random Competency of Examination

Completion of Semester Requirements.
WAITING LIST
A waiting list for the Radiologic Technology Program is composed of students who were accepted for admissions but could not be placed because of the limited number of spaces at the college or the clinical affiliates. If a student should withdraw from the program prior to the beginning academic classes in the fall semester, a candidate from the waiting list will be enrolled. Students on the waiting list will have priority status towards acceptance for the next class.

NON-ACCEPTANCE
Any candidate who is notified of non-acceptance to the Radiologic Technology Program is still eligible to attend the college in other programs. Applicants who remain interested in the Radiologic Technology Program should seek academic counseling and advisement as to their qualifications for acceptance at a later date.

RE-APPLICATION
Candidates who were notified of non-acceptance and who wish to be considered for admissions for the next class must re-apply to the program by re-activating their application and by completing all the subsequent steps in the admissions process.

WITHDRAWING FROM THE PROGRAM
Students may withdraw from the Radiologic Technology Program at any time. It is in the best interest of the student to consult with the program director or clinical coordinator concerning withdrawal. A letter or email containing reasons as to why the decision to withdraw was made must be addressed to the program director and the Dean of Enrollment and Student Records. It is then the student’s responsibility to officially withdraw from all registered Radiologic Technology courses. Withdrawal from the courses can be conducted online through Pipeline or you can be assisted by the Student and Enrollment Services staff.

The student will also be responsible for returning their radiation dosimetry badge and clinical site identification badge to the clinical coordinator. And they must set up a time with the clinical instructor for the clinical site to clean out their locker. Failure to provide documentation, return their badges and clean up the locker will prevent them from receiving readmission into the program.

READMISSION
Students who have withdrawn or interrupted their sequence of study must apply for readmission to the Radiologic Technology Program through the Enrollment Office. Students seeking readmission must notify the program director, meet current admission requirements, and submit a readmission application. Readmission applications must be submitted within six months of the student’s last day in the program.

All students applying for readmission will be interviewed by the Admissions Committee. Students must also pass a written exam on relevant radiography concepts and demonstrate proper radiographic positioning on exams learned up to that point in the program. Failure to pass these required exams may lead to readmission denial and the student will need to begin the program from the beginning. Students are permitted only one readmission to the Radiologic Technology Program on a space available basis.

CRIMINAL OFFENSE RECORD INVESTIGATION AND SEX OFFENDER RECORD INFORMATION CORI/SORI) POLICY AND DRUG TESTING POLICY
The college is authorized and certified by the Commonwealth’s Criminal History Systems Board in the State of Massachusetts to obtain and review student’s criminal history information in order to determine student eligibility for clinical/fieldwork. All students enrolled in a Health Professions Program will be required to complete a CORI (Criminal Offender Record Information) and/or SORI (Sex Offender Record Information).

The CORI/SORI(s) form gives permission for an agency to access all criminal case data including conviction, non-conviction and pending data therefore completing a criminal background check. Depending on the contents of the student’s CORI/SORI(s), participation in clinical or field placement may be denied or the facility may request their CORI/SORI(s) process.

In addition, a CORI/SORI(s) and/or a urine drug test may be required. Failure to complete or participate in any required agency / college screening will result in the student not being placed at that agency and will lead to dismissal from the Health Profession Program. This CORI or SORI requirement that occurred during the admission process does not presume a guarantee of employment in a professional facility upon graduation.

The college is authorized by the Commonwealth’s Criminal Systems Board in the State of Massachusetts to access CORI/SORI(s) records. In order to be eligible to participate in clinical/fieldwork, all students enrolled in any Health Professions Program will be required to complete a CORI/SORI(s).
This CORI/SORI(s) requirement that occurred during the admission process does not presume a guarantee of employment in a professional facility upon graduation.

DRUG SCREENING POLICY
Students enrolled in Health Professions Programs may be required to undergo and pass a drug screening analysis in order to be eligible for placement in clinical fieldwork facility. Students may also be required to undergo and pass random drug screening analysis during clinical rotations at clinical facilities. Students who fail to pass or refuse to submit to a drug screening analysis will be ineligible for clinical/fieldwork placement and will be dismissed from their Program of Study.

HEALTH INSURANCE
Students enrolled in the Radiologic Technology Program must supply proof of health insurance prior to starting RAD111, Radiography Clinical Experience I.

ORIENTATION PROGRAMS
Mandatory attendance is required by the student for any and all scheduled Program orientations held at the College and at the clinical affiliate. If any emergency occurs and the student cannot attend on their scheduled date, they must contact the appropriate person prior to the scheduled orientation. We will attempt to reschedule the orientation, but there is no guarantee that the orientation can be rescheduled in a timely manner. Students cannot attend their clinical assignments until they have attended their clinical orientation.

Students’ failure to properly notify the appropriate personnel and not attend their scheduled orientation will result in their not being allowed to enter the Radiologic Technology Program.

SUMMER COMMUNICATION
E-mail is the primary way to communicate over the summer. Due to the importance of communications over the summer, students should check their NSCC email at least 2 - 3 times per week. Because of this, we highly recommend you forward your NSCC email to your personal email account. You must respond to emails that are sent to your college email account within 72 hours during the summer. Failure to maintain contact with program faculty over the summer will lead to loss of your seat in the program.

BLS FOR HEALTHCARE PROVIDERS
Students must become certified in BLS for Healthcare Providers prior to beginning the R.T. Program. A copy of their certification must be on file with Program officials. Students will need to show current BLS for Healthcare Providers in order to graduate from the Program.

PROFESSIONAL LIABILITY INSURANCE (MALPRACTICE)
All students must show evidence of maintaining liability insurance before being allowed in any clinical education course. The State of Massachusetts currently provides liability insurance to the students within the Health Professions at North Shore Community College.

TRANSPORTATION
North Shore Community College RT students are responsible for providing their own transportation to attend the clinical education center to which they are assigned or to any other clinical assignment that may be arranged during the program.

COST OF ATTENDING
See following pages (3) for cost breakdown.
FALL 2018
Tuition and Fees for credit courses
Student Financial Services • 1 Ferncroft Road • Danvers, MA 01923-0840
978-762-4189 or 781-477-2191 www.northshore.edu/financial-services
sfs@northshore.edu

PAYMENT DUE: PRIOR TO 5 PM ON THURSDAY, AUGUST 2, 2018

TUITION AND FEES

NSCC charge the tuition and fees based on the number of registered hours. A typical credit course is a 3-credit course.

Examples of the tuition and fees based on credit hours:

<table>
<thead>
<tr>
<th>MA Resident Rate (Minimum 6 months residency)</th>
<th>NE Regional Rate (CT, ME, NH, RI, or VT)</th>
<th>Out-of-State Rate (non-regional)</th>
<th>Per Credit Tuition Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>$215.00/credit</td>
<td>$227.50/credit</td>
<td>$447.00/credit</td>
<td>Mass. Resident $25.00</td>
</tr>
<tr>
<td>3 credits $645.00</td>
<td>$682.50</td>
<td>$1,341.00</td>
<td>N.E. Regional $37.50</td>
</tr>
<tr>
<td>12 credits $2,580.00</td>
<td>$2,730.00</td>
<td>$5,364.00</td>
<td>Non-Resident $257.00</td>
</tr>
<tr>
<td>15 credits $3,225.00</td>
<td>$3,412.50</td>
<td>$6,705.00</td>
<td>Per Credit Fee Charges</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note: Payment not made by the bill due date will result in class cancellation. NSCC cannot guarantee readmission into the classes, sections or professional program in which you were originally enrolled.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ADDITIONAL Program Fee - Applied to the following programs:

<table>
<thead>
<tr>
<th>Program Fee by TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSG Nurse Education</td>
</tr>
<tr>
<td>PNR Practical Nursing Certificate</td>
</tr>
<tr>
<td>RAD Radiologic Tech</td>
</tr>
<tr>
<td>SRG Surgical Tech Certificate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Fee by COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLC Culinary Arts &amp; Food Service Certificate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Fee Amount</th>
<th>Frequency</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Fee</td>
<td>$50</td>
<td>Per semester</td>
<td>All registered students</td>
</tr>
<tr>
<td>Science Lab Course Fee</td>
<td>$45</td>
<td>Per course</td>
<td>Applied to courses with lab sections</td>
</tr>
<tr>
<td>Late Payment Fee</td>
<td>$50</td>
<td>Per semester</td>
<td></td>
</tr>
<tr>
<td>*MassPIRG Fee</td>
<td>$9</td>
<td>Per semester</td>
<td>Can be waived through Campus Pipeline</td>
</tr>
</tbody>
</table>

* The Massachusetts Student Public Interest Research Group (MassPIRG) is a statewide student-directed, student-funded, nonpartisan organization engaging in research, education, service, and action on environmental, consumer, higher education, voter registration, and hunger relief issues. For more information about MassPIRG visit the website: www.masspircstudents.org

(OVER)
FALL 2018 Tuition and Fees for credit courses (continued)

PAYMENT OPTIONS
- Online payments by check or credit card via your Pipeline account
- Personal check, bank check or money order
- Credit card (Mastercard/Visa/Discover)
- NSCC Monthly Payment Plan ($40 fee charged per semester)

HEALTH INSURANCE FEE
Mandatory for students taking 9 credits or more according to the Massachusetts’ Universal Health Insurance law. Students who have comparable coverage must submit the waiver on-line at www.gallagherstudent.com/nscc

For more information, please check the Health Insurance page on the Student Financial Services page www.northshore.edu/financial-services

Note: MassHealth Limited, Children’s Medical Security Plan, Health Safety Net or Free care are not considered comparable plans and will not be qualified for a waiver.

| Health Insurance | Fall 2018 Annual Cost | $1,879.00 (September 1, 2018 to August 31, 2019) |

NSCC BILLING POLICY
Students who register are required to act on a payment option by the due date. If you register after the due date, be sure to review your semester charges on Pipeline and act on a payment option immediately.

Paper bills are not mailed.
NSCC’s Electronic Billing system is the official means of generating tuition bill to enrolled students. Students can authorize a third party, such as a parent or employer to be notified by e-mail each time a new billing statement becomes available. These authorized users can also make payments on-line via check or credit card. For more information on these convenient services, please go to northshore.edu/financial-services/cost/payment-options.html

Please note: NSCC’s Board of Trustees reserves the right to increase the tuition and fees at any time.
Additional Fees

Uniforms (approximately)  $100.00/2 yrs.
Books (approximately)     $1,000.00/2 yrs.
RADIATION MONITORING DEVICE $80.00/yr. (nonrefundable)
TRAJECSYS                 $150.00/2 yrs.

FINANCIAL AID
The Financial Aid Office of North Shore Community College can assist students with obtaining financial aid to help pay their expenses at the college. Details of the various programs available can be obtained from the Financial Aid Office.

REFUND POLICY
To obtain a refund, a student must complete a drop or withdrawal form. If you officially withdraw from a credit course, please refer to the Master Schedule of that particular semester for the REFUND POLICY.

POLICY ON NON-DISCRIMINATION AND ACCOMMODATION FOR PERSONS WITH DISABILITIES
North Shore Community College is a public, open admission, comprehensive institution. The College affirms the principles of equal access and reasonable accommodations for students with disabilities as stated in Section 504 of the Rehabilitation Act of 1973. The College will strive to maintain and extend its barrier-free environment; the College will practice non-discrimination in its academic and non-academic components; the College will seek to ensure that a student's level of achievement will be measured in ways that measure learning and minimize the interference of disability-related factors.

HEALTH EVALUATION PACKET
Any student accepted into the Radiologic Technology Program must submit a completed Health Evaluation Packet prior to enrolling in any professional courses. A copy of the Health Evaluation Packet may be seen on the following pages.
# Admission Requirements Checklist

**RADIOLOGIC TECHNOLOGY PROGRAM**

**CHECKLIST INSTRUCTIONS:** The last Column of this form is to be completed by the applicant. It identifies the admission requirements for this program.

<table>
<thead>
<tr>
<th>Checklist Item</th>
<th>Important Information</th>
<th>Applicant: initial below when complete (NOTE: Requirements are considered incomplete if in progress, scheduled, or requested)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>Course can be at the <strong>High School or College level</strong> and must have a final grade or C or higher (no time limit)</td>
<td>Initial: __________</td>
</tr>
<tr>
<td>Biology Requirement:</td>
<td><strong>Complete ONE of the following courses or testing options:</strong></td>
<td>Initial <em>here after circling the option</em> in the previous column by which you meet this requirement __________</td>
</tr>
<tr>
<td></td>
<td>• BIO211 with a grade of C or higher (no time limit)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• BIO101 or BIO105 with a grade of C or higher (no time limit)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• <strong>TEAS version V or ATI TEAS only</strong> - Science section score of 50% or higher (no time limit)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• LPN Certificate (no time limit)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Bachelor of Science in Biological science (no time limit)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• One of the following within the past 5 calendar years:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o H.S Biology with a C or higher</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o CLEP test with a score of 50 or higher</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o AP Biology Test with a 3 or higher</td>
<td></td>
</tr>
<tr>
<td>Math Requirement</td>
<td>An applicant must meet Mathematics Proficiency and demonstrate <strong>ONE</strong> of the following:</td>
<td>Initial: __________</td>
</tr>
<tr>
<td></td>
<td>• CEAR 54 or above</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Math SAT 510 or higher (if taken prior to 2016)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Math SAT score of 540 or higher (if taken in 2016 or later)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Math ACT score of 22 or higher</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Math 002 with a final grade of C or better completed Fall of 2016 or later</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Math Module 8 or above</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• MAT 110 with C or better</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• College level math course with a final grade of C or higher</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• For 2014 (or later) High School graduates:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Overall HS GPA of 2.7 or higher</td>
<td></td>
</tr>
<tr>
<td>TEAS Exam – ATI TEAS</td>
<td>The <strong>ATI TEAS</strong> exam can be taken at NSCC or at another ATI approved testing site. We will accept the TEAS V if taken at NSCC or an ATI approved testing site within the last two years. If not taken at NSCC, you need to submit an official transcript of your scores from ATI (additional charges may apply). The same passing scores apply for TEAS V as those specified for this year's ATI TEAS exam. Applicants are limited to two attempts within a year; regardless of the testing site and program to which they are applying.</td>
<td>Initial: __________</td>
</tr>
<tr>
<td></td>
<td><strong>Minimum required scores for ATI TEAS:</strong></td>
<td>See the TEAS Policy and procedure document in this packet for further details on study/preparation information.</td>
</tr>
</tbody>
</table>
Reading = 69%, Math = 70%, Science = 50%, English = no minimum.

| NSCC Application for Admission | This form must be completed for the year for which you are applying; regardless of whether you are a new or current student (a previously submitted application does not count). | Initial: __________ |
| Communications and Math Proficiency | There are many ways to demonstrate this, including but not limited to: placement testing, by course work here or at another College, SAT scores, and some Entrance Exams. For details visit http://www.northshore.edu/academics/proficiency/basic_skills.html | Initial: __________ |
| Mandatory Information Session Attendance Form | Upcoming dates are included in this packet. When you attend the session, you will be given an attendance form to submit with your application. | Initial: __________ |
| High school transcript or GED score report | Submit an official copy of the high school transcript or GED score report. If you previously submitted the transcript or score report and attended classes within the past 5 years, then Enrollment likely has it on file. | Initial and check: ________
____ submitted now with packet of application material.
____ previously submitted |
| Official transcripts from all Colleges/ Universities previously attended | You must submit official transcripts from all Colleges/Universities previously attended. If the College/University will give an official transcript directly to you, then have them do so. This is the most efficient way for you to ensure that receipt of transcripts do not hold up your application. If you have previously submitted transcripts and have since completed courses or are currently registered for courses, then you need to submit an updated transcript. NOTE: The sooner you start the transfer request process the better. It has been the College’s experience that it can take on average 1-2 months for transcript requests to be processed and sent to us from other colleges. | Initial and check the option(s) that apply: Initial: __________
____ submitted with this packet of application material.
____ mailed directly to NSCC
____ previously submitted (no new courses). |
| Questionnaire | The questionnaire is included in this packet. A word-processed questionnaire must be submitted for the year in which you are applying. | Initial: __________ |
| Program’s Student Handbook | Read the Radiologic Technology Student Handbook in its entirety. This can be accessed in the Library or on the website: http://www.northshore.edu/academics/programs/rad/student_handbook | Initial: __________ |

**Evaluation Information**

Admission decisions are based on careful evaluation of all admission requirements detailed in the checklist. All submitted transcripts will be evaluated for overall academic performance/history and course work in specific subjects (including but not limited to science, English, behavioral sciences, health courses and math). Questionnaire evaluation includes but is not limited to the following: correct grammar/spelling, overall content and quality of answer (e.g. accuracy, thoroughness, and relevance to the question asked). The application and admission process abides by the College’s policy of non-discrimination on the basis of race, creed, religion, color, gender, sexual orientation, age disability, genetic information, maternity leave and national origin.

**Confirmation Statement**

When you can initial every checklist item (on this page and the previous pages) as complete, then sign the confirmation statement below and submit your application to the Enrollment Center in Lynn or Danvers (submit in person if possible, but you can mail it to the address on the NSCC application form):

I acknowledge that I have read all of the information in this admission application packet and the Radiologic Technology Program’s Student Handbook in its entirety. I acknowledge that it is my responsibility that I understand all of the information contained in these items by seeking further information/clarification from an Academic Advisor and/or other appropriate College personnel. Furthermore, I agree to comply with all College policies including but not limited to Program policies should I be granted admission to this program.

Signature: ___________________________ Date: ___________________
Additional Important Information

1. **If you are accepted** you MUST attend a **Mandatory Orientation/Registration** day scheduled on **Thursday May 17, 2018**. Also, you will be required to attend additional orientation day(s) during the months of July and/or August, during which time you will receive further important program information and be orientated to guidelines for patient simulation scenarios. Further information (including dates/times) for these additional orientations will be given to you at the May 17, 2018 orientation.

2. **The program anticipates accepting approximately 17 students for Fall 2018.** The decision in response to your completed application will be: accepted to Radiologic Technology; accepted conditionally to Radiologic Technology; or wait list for Radiologic Technology; or denied admission to Radiologic Technology.

3. **Interview:** All qualified applicants will be interviewed as a part of the application process for the Radiologic Technology Program. Applicants will be required to read the RT Student Handbook and watch a short YouTube video on Radiography prior to the interview.

4. Please be advised that **students accepted to this program will be required to fully participate in patient simulation scenarios** designed to closely replicate the healthcare workforce environment, which will prepare students to perform required competencies and care for patients. These scenarios are video recorded and viewed in debriefing sessions that allow for reflective learning, peer-to-peer learning, and evaluation by faculty/staff. Students are expected to respect and care for the patient simulators as if they were live patients, as well as to respect their fellow classmates during scenarios and debriefing sessions.

5. **Anatomy and Physiology 1 is required in the first semester of this program.** In order to register for this course, you must have completed **ONE** of the following:
   - BIO211 or BIO105 with a grade of C or higher (no time limit)
   - LPN Certificate (no time limit)
   - Bachelor of Science in Biological Science (no time limit)
   - High School Biology with a C or higher within the last 5 calendar years
   - CLEP test with a score of 50 or higher within the last 5 calendar years
   - AP Biology Test with a 3 or higher within the last 5 calendar years
   - Score of 50 or higher on the science section of the TEAS version V Entrance Exam

6. **Introduction to Statistics is required in the first semester for Fall 2018.** In order to register for this course, you must demonstrate **ONE** of the following:
   - Elementary Algebra 2 (MAT092), Intermediate Algebra (094) or higher level math course with a final grade of C or better. This can be completed at NSCC or can be an equivalent course from an accredited College/University.
   - A score of 54 or higher on the Algebra portion (CEAR) of the Computerized Placement Test.
   - Successful completion of Module 8 of the Preparation for College Math Modules
   - Score of 510 or higher on the Math portion of the SAT (there is no time limit on the SAT)

7. Students interested in participating in an academic program that involves working with children, the disabled, or the elderly, or which includes a clinical affiliation, internship, or field placement with a private or public health care provider, may be required to undergo a **Criminal Offender Record Information (CORI), and/or Sex Offender Record Information (S Mori) check(s), and/or National County Background Check(s)**. Depending on the contents of student’s CORI(s) or SORI(s), a student’s participation in clinical internship or field placement course may not be allowed, and therefore may impact a student’s ability to complete program requirements.
Furthermore, please note that all screening requirements that occurred during the student’s enrollment in the program do not presume a guarantee of eligibility to sit for professional credentialing examination(s) or employment in a medical facility upon graduation.

8. **Drug Screening** - Student(s) accepted to a Health Profession program and/or enrolled in a health profession course may be required to undergo a drug screening analysis in order to be eligible for participation in clinical internship(s). The drug screening(s) may be random or for cause, and the student will be notified if they are required to undergo such drug screening(s). Students who either fail to pass, or refuse to submit to, or fail to schedule and take a drug screening analysis within the designated time frame required in the notification of drug screening, will be deemed ineligible for clinical placement, which will affect their status in the program. If you have any questions pertaining to this policy, please contact the Dean of Health Professions, Human Services and Emergency Response Pathways, Maryanne Atkinson at matkinso@northshore.edu.

9. **To practice as a Radiologic Technologist in Massachusetts, individuals must obtain a license**, which according to law requires that individuals must: graduate from an accredited Radiologic Technology Program, complete the necessary forms, be of good moral character, pass a licensure examination, and pay the appropriate fee(s) before licensure may be obtained. It is the student’s responsibility to research the above mentioned requirement. The American Registry of Radiologic Technologists, which administers the licensure exam, offers an Ethics Pre-Application Review Process for offenses that may impact eligibility to sit for the exam. For further details, go to [www.arrt.org](http://www.arrt.org), click on the “Ethics” section in the left navigation bar, then select “Pre-Application Process”.

10. **Working as a Radiologic Technologist is physically, mentally, and emotionally demanding.** Applicants who are offered admission must document their ability to perform all essential tasks with or without reasonable accommodation in order to begin the professional courses. If you are an otherwise qualified individual with a disability who seeks a reasonable accommodation, you need to contact the Office of Disability Services for eligibility determination for reasonable accommodation(s). A list of the essential tasks is in this packet under the section entitled, “Technical Standards for The Radiologic Technology Program”.

11. Health science students must meet immunization requirements under state law, MGL Chapter 76, Section 15C and its regulations at 105 CMR 220.000 – 220.700. Students must also meet any additional immunization requirements required by clinical affiliates. According to MGL Chapter 76, Section 15C, a health science student who is in contact with patients may be exempt from the immunization requirements imposed under state law pursuant to a medical or religious exemption. Submission of documentation will be required and, if sufficient to qualify for a medical or religious exemption, it will be granted. **PLEASE BE ADVISED** that, while the college will make a reasonable effort to place you in a clinical facility, **clinical placement cannot be guaranteed in light of an un-immunized status. If a clinical placement cannot be secured, then you will be unable to complete the program's clinical requirement. Thus, you will be unable to progress and will fail out of the program.**

All students must provide evidence of a negative TST (Tuberculin Skin Test) within the specific guidelines in the health packet. You may be required to submit an additional TST (2-step) per some clinical placement sites. If you have previously skin-tested 'positive', you need to submit ONE negative chest x-ray report per OSHA/CDC requirement as well as complete the NSCC Healthcare Provider Tuberculin Screening form.
If you are accepted, a Health Packet will be mailed to you and must be thoroughly completed by you and your health care provider AS SOON AS POSSIBLE, but no later than July 5, 2018. Additionally, if accepted, you will be sent and will need to sign the Technical Standards form (a copy is included in this packet for your review as part of the admission application process). Students are REQUIRED to make a complete copy of their Health Packet before submitting the original forms.

12. Accepted students will be required to maintain Student Liability Insurance throughout their enrollment in the program. Information about this process will be provided at the Mandatory Orientation.

13. Prior to beginning clinical placements, students must document that they have Basic Life Support Certification at the Health Provider Level, through the American Heart Association.

14. During the program, students are responsible for own their transportation to a variety of clinical facilities (which may or may not be accessible by public transportation).

15. Program Fees – In addition to College-wide tuition and fees, please be advised that a high cost program fee is applied to this program. In addition to the high cost program fee, other costs may be incurred to fulfill other program and clinical requirements (e.g. uniforms, stethoscopes, etc.)
To the Student: As you complete this form please consider your physical and mental/attitudinal ability to meet the Technical Standards associated with the health professions program that you are about to enter. Please carefully consider the General Job Description as you evaluate your ability to meet the Technical Standards specified. Contact the Radiologic Technology Program at (978) 762-4163, if you require more specific information about the physical and mental/attitudinal requirements of the program.

General Job Description: Provides health care services, applying x-ray energy to assist in diagnosis or treatment. Performs radiographic procedures and related techniques, producing images for the interpretation by, or at the request of a licensed practitioner. Exercises professional judgment in performance of services and maintains a demeanor complimentary to medical ethics. Provides appropriate patient care and recognizes patient conditions essential for successful completion of the procedure.

Throughout the performance of your duties as a healthcare provider, you will be exposed to infectious diseases in all practice settings. Although you will learn practices and procedures to minimize the risk of exposure, you should be aware of the risk and take it into consideration when deciding to enter this program and profession.

Accepted Students: Please sign and return to Health Professions Main Office – DH318

<table>
<thead>
<tr>
<th>PHYSICAL STANDARDS</th>
<th>Performance Level*</th>
</tr>
</thead>
<tbody>
<tr>
<td>STOOP: to lift radiographic imaging plates and devices</td>
<td>C</td>
</tr>
<tr>
<td>KNEEL: to perform CPR; to assist patients who may fall or faint</td>
<td>O</td>
</tr>
<tr>
<td>CROUCH: to place imaging plates in a trauma stretcher tray</td>
<td>O</td>
</tr>
<tr>
<td>REACH: at least 6’ from floor to overhead radiographic equipment</td>
<td>C</td>
</tr>
<tr>
<td>HANDLE: equipment such as overhead tubes, portable machines, c-arm units, control panel knobs and buttons</td>
<td>C</td>
</tr>
<tr>
<td>patients in wheelchairs and stretchers, IV poles</td>
<td>C</td>
</tr>
<tr>
<td>LIFT: patients from stretcher/wheelchair to radiographic table</td>
<td>C</td>
</tr>
<tr>
<td>WALK/STAND: for duration of assigned shift</td>
<td>C</td>
</tr>
<tr>
<td>WEAR: lead aprons, thyroid shields, and lead gloves</td>
<td>F</td>
</tr>
<tr>
<td>HEAR: verbal directions/requests from physicians, patients, etc. – some will be wearing masks</td>
<td>C</td>
</tr>
<tr>
<td>blood pressure sounds through a stethoscope</td>
<td>O</td>
</tr>
<tr>
<td>the audible tone indicating live radiation exposure</td>
<td>C</td>
</tr>
</tbody>
</table>
### PHYSICAL STANDARDS

<table>
<thead>
<tr>
<th>Activity</th>
<th>Performance Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEAR: signals from image processor</td>
<td>F</td>
</tr>
<tr>
<td>DATA ENTRY: accurately and in English – enter patient information, examinations and verifications</td>
<td>C</td>
</tr>
<tr>
<td>WRITE: accurately and in English – write information about patient care, procedures and final outcomes</td>
<td>C</td>
</tr>
<tr>
<td>DOCUMENT: provide documentation in English regarding protocol, policy and procedures</td>
<td>C</td>
</tr>
<tr>
<td>SEE/READ: requisitions for information related to radiographs</td>
<td>C</td>
</tr>
<tr>
<td>SEE: proper position of patient for radiographs</td>
<td>C</td>
</tr>
<tr>
<td>proper equipment set up for radiographs</td>
<td>C</td>
</tr>
<tr>
<td>proper exposure settings for radiographs</td>
<td>C</td>
</tr>
<tr>
<td>patient motion and breath-holding of patient</td>
<td>C</td>
</tr>
<tr>
<td>SPEAK: to communicate clearly in English to staff, patients, physicians, etc.</td>
<td>C</td>
</tr>
<tr>
<td>MANIPULATE: small objects such as knobs, syringes, etc.</td>
<td>C</td>
</tr>
<tr>
<td>COMPREHEND: oral and written language in English including health care terminology in order to communicate with patients, families, health care providers and community</td>
<td>C</td>
</tr>
</tbody>
</table>

### MENTAL/ATTITUINAL STANDARDS

<table>
<thead>
<tr>
<th>Activity</th>
<th>Performance Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Function safely, effectively, and calmly under stressful situations.</td>
<td>F</td>
</tr>
<tr>
<td>Maintain composure while managing multiple tasks simultaneously.</td>
<td>F</td>
</tr>
<tr>
<td>Prioritize multiple tasks.</td>
<td>C</td>
</tr>
<tr>
<td>Exhibit social skills necessary to interact effectively with patients, families, supervisors, and co-workers of the same or different cultures such as respect, politeness, tact, collaboration, teamwork and discretion.</td>
<td>C</td>
</tr>
<tr>
<td>Maintain personal hygiene consistent with close personal contact associated with patient care.</td>
<td>C</td>
</tr>
<tr>
<td>Display attitudes/actions consistent with the ethical standards of the profession.</td>
<td>C</td>
</tr>
<tr>
<td>Maintain confidentiality of patients, coworkers, hospital staff and fellow students.</td>
<td>C</td>
</tr>
<tr>
<td>Be willing to comply with direction from supervisors.</td>
<td>C</td>
</tr>
</tbody>
</table>

### IMMUNIZATIONS

Health science students must meet immunization requirements under state law, MGL Chapter 76, Section 15C and its regulations at 105 CMR 220.000 – 220.700. Students must also meet any additional immunization requirements required by clinical affiliates.

According to MGL Chapter 76, Section 15C, a health science student who is in contact with patients may be exempt from the immunization requirements imposed under state law pursuant to a medical or religious exemption. Submission of documentation will be required and, if sufficient to qualify for a medical or religious exemption, it will be granted. **PLEASE BE ADVISED** that, while the college will make a reasonable effort to place you in a clinical facility, **clinical placement cannot be guaranteed in light of an un-immunized status.** If a clinical placement cannot be secured, then you will be unable to complete the program’s clinical requirement. Thus, you will be unable to progress and will fail out of the program.

*Performance Level: O = occasionally 50-74%; F = frequently 75-89%; C = constantly 90-100%*
*Applicants who are offered admission must document their ability to perform all essential tasks with or without reasonable accommodation in order to begin the professional courses. If you are an otherwise qualified individual with a disability who seeks a reasonable accommodation, you need to contact the Office of Accessibility for eligibility determination for reasonable accommodation(s). For those applicants offered admission into the program, you will be asked to self-certify by signing the Technical Standards form which is included in the Health Form packet that will be mailed to you and that you are required to complete no later than July 5, 2018.
Section 3

School and Classroom Policies
STUDENT INDIVIDUAL BEHAVIOR POLICY
The Radiologic Technology program officials strive to assure that all students are treated equitably according to the program policies and procedures. Students enrolled in the program are responsible for their own education and behavior. The program holds students accountable for their own behavior and not the behavior of the other students. It is up to each individual student to be mindful of their own behavior and not to be concerned with the other students’ behavior or issues.

ATTENDANCE POLICY
Students are encouraged to attend every class. There will be a five (5) point deduction from the student’s final grade for each absence that occurs after two (2) absences. If you miss a class, you need to make up any class work and get the class material from another student. You are also encouraged to contact the instructor before the class letting them know about your absence so they can plan class activities.

TARDY POLICY
Students should not be late to class. Five points will be deducted from the student’s final grade for every episode of tardiness after the first. Also, if you are late to class fifteen (15) minutes or more at any time, it will be counted as an absence. If you leave class fifteen (15) minutes early or more at any time, it will also be counted as an absence. If a student is tardy for a classroom exam, there will be a 10 point deduction of that exam’s score.

REVIEW BOARD
The function of the Review Board is to interview all students experiencing any of the following: academic difficulty, which means a mid-term average of below 75% in any of the professional courses, a score below 75% on the student performance evaluation at clinical, excessive absences or tardiness from clinical education, improper dress at the clinical site, as well as behavior or attitude problems in the clinical affiliate.

The committee will meet with the student, inform the student of the present situation and make recommendations that will help to improve the situation. Depending on the individual situation and decision of the review board, the student may return to the program, return to the program on a probation status, or be dismissed from the program.

REVIEW BOARD COMMITTEE COMPOSITION
College Personnel:  Program Director, Radiologic Technology
Clinical Coordinator, Radiologic Technology
Hospital Personnel:  Clinical Instructor, Hospital Affiliate of student

JURY DUTY POLICY
Any student who receives a notice from the Clerk of Courts to act as a jury member must immediately notify the program director and their clinical instructor. Students attending jury duty must show documentation of attendance for jury duty in order to qualify for an excused absence. Absences for jury duty will not go against a student’s allotted absences for that semester.

CLASSROOM BEHAVIOR POLICY
Mastery of the didactic portion of the Radiologic Technology Program takes hard work, study and concentration. The program professors have spent many hours preparing the information to present to students. In order to ensure a positive learning experience, the classroom environment must be characterized by order, civility and mutual respect between the professor and students and among classmates.

Students are expected to arrive to class on time and be ready to participate. Students should not leave the classroom during the lecture unless it is absolutely necessary, as this is disruptive to the professor and to the other students. If this situation does arise, the student should notify the professor and leave the room as quietly as possible.

If the professor takes exception to the student’s conduct in class, the professor will follow the North Shore Community College Classroom Behavior Policy that is found in the NSCC Student Handbook. The policy states:

If an instructor takes exception to a student’s conduct in a particular class or laboratory the following procedure shall be followed:

a. The instructor shall meet with the student and give clear and direct notice that specific behavior is unacceptable. This step shall include a written component by the instructor stating expectations of future behavior of the student. The instructor shall provide a copy of the written statement to the
student. This step may also include consultation with an Academic Counselor or other departmental or divisional staff.

b. If an instructor takes exception to student conduct after a Step 2a notice, the instructor may file a written complaint with the Vice President for Academic Affairs. The instructor should notify the student that the expectations of behavior established in Step 2a were not met, and that a written complaint is being filed. The instructor should document this notification.

c. Within one week of receipt of an instructor’s complaint relative to classroom behavior, the Vice President for Academic Affairs or his designee shall conduct an investigation, interviewing the student, instructor and any other involved parties or witnesses she/he deems appropriate. The Vice President may then:

i. Allow the student to continue in the class.
ii. Allow the student to continue in the class under certain conditions that shall be provided to the instructor and the student in writing.
iii. Remove the student from the class.

Referral to the Vice President for Student and Enrollment Services for further disciplinary action may be a component of b or c (see Sanctions section in the NSCC Student Handbook).

The decision of the Vice President for Academic Affairs is appealable to the President of the College. The President’s decision is final.

If student behavior is deemed a threat to the safety or security of persons or property or a serious disruption of the educational process, the student may be peremptorily removed pending consideration of charges. Campus police are empowered to remove students from class and/or college property in such circumstances.

ACADEMIC HONESTY

Members of the North Shore Community College community are expected to act within the standards of academic honesty. Any willfully dishonest behavior is subject to disciplinary action which may range from that which the instructor imposes relative to the specific course to dismissal from the College, depending on the seriousness of the act.

Dishonest academic behavior includes but is not limited to:

CHEATING - use of unauthorized notes during an examination; giving or receiving unauthorized assistance on an examination; copying from someone else’s examination, term paper, homework, or report; theft of examination materials; falsification of works or records.

PLAGIARISM - using the words, data, or ideas of another as one’s own, without properly acknowledging their source. Students should consult the freshman English handbook for guidelines on proper documentation procedures.

In addition to action taken relative to the specific course, the course instructor may bring any matter related to academic honesty to the Dean of Students for consideration of further disciplinary action. The Dean will review the case and determine if further action is to be taken.

Disciplinary action may be appealed by the affected student/s. A full description of the student grievance procedure is available in the Dean of Student Services Office and in the classroom laboratory at the college.

COPYRIGHT POLICY

It is the policy of North Shore Community College to acknowledge and abide by all applicable intellectual property laws, including but not limited federal copyright law. Title 17 of the U.S. Code as amended at http://www.Copyright.gov/title 17.3 The College expects that all individuals employed at the College, enrolled at the College, and/or using the facilities or resources of the College (“Covered Individuals”) shall do the same. To read the full NSCC policy refer to this link: http://library.northshore.edu/policies/copyright.html

Students are expected to purchase the required textbooks for this course. All of the textbooks used by the RT program are copyright protected. The copying, distribution or sharing of copyrighted works (including textbooks, and digital copies of textbooks) without permission is referred to as “copyright infringement”. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. Students do not have permission to make copies of this text or any other textbook used by the RT program and up to dismissal from the college.
EXAM POLICY
Unit and final examinations in the Radiologic Technology courses taught at the College site will be returned, after being corrected, to the student for inspection only. Corrected exams are not allowed to be taken off campus.

GRADING SYSTEM
The faculty will award the following grades to students.

A  4.0  93-100  F - No credit due to failure to meet course requirements
A-  3.7  90-92  P - Awarded to pre-determined and designated Pass-Fail courses
B+  3.3  87-89  AU - Audit grade; no credit issued
B  3.0  83-86  IP - In Progress; Awarded to students who have arranged an "IP Contract" to complete course requirements. Work must be made up by the 12th week of the following semester.
B-  2.7  80-82
C+  2.3  77-79
C  2.0  73-76  W - Withdraw; Formal withdrawal from the course by the end of the 12th week of classes or by the end of the 4th week of Summer session.
C-  1.7  70-72  K - non-completion of a Division of Continuing Education and Community Services non-credit course.
D+  1.3  67-69
D  1.0  63-66
D-  0.7  60-62
F  0  Below 60

REQUIRED PASSING SCORE
A grade of C (75) or better is required in all of the designated Radiologic Technology courses in order that the student may remain in good standing in the Radiologic Technology Program at North Shore Community College.

A grade lower than C (75) in any of these courses is cause for the student to be dismissed from the Radiologic Technology Program.

SEXUAL HARASSMENT POLICY
Sexual harassment of a student, an employee or any other person in the College is unlawful, unacceptable, impermissible and intolerable.

Sexual harassment is a form of sex discrimination. It occurs in a variety of situations, which share a common element: the inappropriate introduction of sexual activities or comments into the work or learning environment. Often, sexual harassment involves relationships of unequal power and contains elements of coercion as when compliance with requests for sexual favors becomes a criterion for granting work, study or grading benefits. However, sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behaviors have a harmful effect on a person's ability to study or work in the academic setting.

For general purposes, sexual harassment may be described as unwelcome advances, requests for sexual favors, and other physical conduct and expressive behavior of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance and creating an intimidating, hostile, or demeaning employment or educational environment. Examples of conduct which may, depending on the circumstances, constitute sexual harassment, include:

- repeated offensive sexual flirtations, advances, or propositions
- continued or repeated verbal abuse or innuendo of a sexual nature
- uninvited physical contact such as touching, hugging, patting, or pinching
- display of sexually suggestive objects or pictures
- jokes or remarks of a sexual nature in front of people who find them offensive
- making obscene gestures or suggestions or insulting sounds
- indecent exposure
- the demand for sexual favors accompanied by an implied or overt threat concerning an individual's employment or student status or promises of preferential treatment

In addition to sexual harassment being unlawful, it is also unlawful to retaliate against a student, employee or any other person in the College for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment.
A student, employee or any other person in the College who is found to have engaged in sexual harassment is subject to discipline up to and including, termination of employment or expulsion. All disciplinary proceedings will be conducted in accordance with applicable collective bargaining agreements and/or personnel policies.

When a student, employee or any other person in the College believes he/she has been the subject of sexual harassment, the grievance process is a mechanism for redress. A grievant may seek recourse through informal efforts or by filing a formal grievance in writing. In the latter case, a grievant may obtain an Affirmative Action Grievance Form from the College's Affirmative Action Officer. This form must be completed and returned to the Affirmative Action Officer within thirty (30) days from when the grievant knew or should have known of the alleged discriminatory action. In either case, all grievants must contact the College's Affirmative Action Officer before proceeding under the Affirmative Action Policy's Grievance and Hearing Procedure: If, however, the Affirmative Action Officer is the subject of the sexual harassment complaint, the grievant may report his/her complaint to the supervisor of the Affirmative Action Officer. All reasonable efforts will be made to maintain confidentiality during the grievance process.

The Massachusetts Commission Against Discrimination (MCAD) is responsible for investigating and handling complaints of sexual harassment filed in the Commonwealth. The MCAD is located at One Ashburton Place, Boston, MA 02108-1518, and can be reached at (617) 727-3990. At the federal level, the Equal Employment Opportunity Commission (EEOC) is charged with investigating and handling complaints of sexual harassment filed under Title VII of the 1964 Civil Rights Act and Title IX of the 1972 Educational Amendments. The EEOC is located at One Congress Street, Floor 10, Boston, MA 02114 and can be reached at (617) 565-3200.

In keeping with these regulations, a concerted effort will be made to protect employees, students, and others from sexual harassment as defined. The final authority and ultimate responsibility for the prevention of sexual harassment will rest with the President of each Community College. The President or his/her designee will take reasonable measures to prevent sexual harassment and will act positively to investigate alleged harassment and to effect a remedy when an allegation is determined to be valid, whether or not a formal grievance has been filed. However, the Affirmative Action Officer will have the responsibility for the overall development, administration and monitoring of all programs, policies, procedures and regulations related to sexual harassment.

The College's policies and procedures on sexual harassment shall be distributed to all College community members. In addition to formal procedures, each College shall ensure that appropriate opportunities are available to students and employees to obtain counseling concerning their rights under the law and effective means of informally resolving grievances.

This policy also applies to North Shore Community College students participating in clinical internships at clinical education centers.

SOCIAL MEDIA GUIDELINES AND POLICY

The purpose of this policy is to promote the safety and privacy of students, faculty, staff, patients, community participants and visitors. Students and faculty members must comply with the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA) when using social media.

- No student may post, release, or otherwise disclose photos, identifiable case descriptions, images, or records related to the educational, clinical, or research activities of the school via social networking sites (e.g., Facebook, Twitter, YouTube, LinkedIn and etc.), non-educational blogs, message boards, internet websites, personal e-mail, or anything other than standard professional means of query and/or dissemination.

- No student may post statements about North Shore Community College, Health Professions or the Radiologic Technology program (employees, staff, students, events/activities and visitors) that are defamatory, obscene, threatening or harassing.

- Students should NOT post unauthorized photos on a website or social media network site.

- Students should NOT be actively engaged in the social media platforms during class time or while on duty at clinical.

- Students should NOT post as a representative of the North Shore Community College, Health Professions, or the Radiologic Technology program.
The Radiologic Technology program assumes no duty to monitor internet activity but reserves the right to take appropriate action in accordance with this policy. Failure to comply with this policy may be a violation of legal, professional, and/or ethical obligations and will result in disciplinary action up to and including dismissal from the Radiologic Technology program.

STUDENT GRIEVANCE AND DUE PROCESS
The College considers students as mature and responsible individuals, and as adults they are held accountable for their actions at all times. Rules and regulations are kept to a minimum and students are advised to use good judgment.

The College recognizes its obligation to guarantee rights of its students and will protect its community from persons who violate its own rules and regulations and those of the Federal Government, the Commonwealth of Massachusetts, and the Board of Higher Education. It also extends due process to persons alleged to have violated rules and regulations.

Complaints related to discrimination as discussed in the Equal Opportunity/Affirmative Action Section, and complaints relating to Sexual Harassment, should be resolved through the Affirmative Action Grievance procedure, available from the Affirmative Action Officer, the Director of Human Resources, at X5470.

The Student Grievance Procedure may be used by a student to address complaints concerning the alleged abridgment of the student's rights, as stated in the College's Student Handbook and/or Policy Guide. The student Grievant or the Responding NSCC Party may consult with the Student Grievance Officer at any time. The College's Student Grievance Officer is the Dean of Students, X6614.

Before invoking the Student Grievance Procedure, a reasonable effort shall be made by those involved in a dispute to resolve it amicably. A dispute is most effectively handled and resolved by those closest to the problem, having the best understanding of the issues, and having the ability to formulate a mutually acceptable resolution. Therefore, it is in the best interest of the student, the potential subject of a grievance, and the College to resolve disputes through open and cooperative dialogue. Only when such efforts are unsuccessful should the Student Grievance Procedure be invoked. Throughout all phases of the Student Grievance Procedure, all reasonable efforts shall be made to maintain confidentiality in accordance with applicable law.

All student grievances follow the Community College Grievance procedure as outlined in the NSCC Student Handbook. For a detailed description of proscribed conduct and disciplinary/due process, policies and procedures, see the Student Rights and Responsibilities section of the NSCC Student Handbook, available from the Student Life and Student Support and Advising Center Offices and online on the NSCC web site at www.northshore.edu. Any further inquiries should be directed to the Dean of Students at X6614.

If a student complaint involves a grade dispute, a student shall process the complaint in accordance with the Student Grievance Procedure, even if the student alleges that a grade was improper because of discrimination.

Complaints or grievances filed in connection with assigned grades represent special case within the grievance procedure. Grading reflects careful and deliberate assessment of a student's performance by the instructing professional(s). As such decisions are necessarily judgmental; the substance of those decisions may not be delegated to the grievance process. Nevertheless, the College recognizes that in rare cases the process of grading may be subject to error or injustice.

Except as otherwise provided by separate appeals procedures for clinical programs as approved by the President of the College, a student who alleges an error or injustice in the grading process may file a grievance under the Student Grievance Procedure. A grade appeal grievance shall proceed no further than Level Two: Step Two. For purposes of a grade appeal, the Senior Academic Officer of the College, or his/her designee, shall serve as the Student Grievance Officer throughout the grade appeal process.

STATEMENT OF REASONABLE ACCOMMODATION FOR STUDENTS WITH DISABILITIES
North Shore Community College welcomes students with disabilities to engage in an interactive, collaborative partnership with Disability Services and faculty in order to meet your educational and academic needs. If you have a disability-related need for reasonable academic accommodations in this course and have not yet met with a Disability Counselor, please visit www.northshore.edu/disability and follow the outlined procedure to request services.

If Disability Services has formally approved you for an academic accommodation in this class, please present me with your “Faculty Notice of Academic Accommodations” during the first week of the semester, so that we can address your specific needs as early as possible.
If you will require assistance during an emergency evacuation on campus, please notify me immediately. For your reference, evacuation procedures are posted in all classrooms.

RECOMMENDING CHANGES TO THE HANDBOOK
1. Students wishing changes or having suggestions for the betterment of the Program must submit those changes in writing to the Clinical Coordinator or Program Director.

2. The Program Director will discuss the suggestions with the appropriate personnel and a joint decision regarding the suggestions/changes will be made.

3. The Program Director will notify the students in writing of any decisions made.

REFERENCES
References are given out at the instructor's discretion based on their department’s policy and the student’s performance, attitude and behavior within class and the clinical setting. Since instructors are not obligated to give a reference the student should discuss their standing with the instructor to determine if they can or should be used as a reference. Requests for a reference should be made before an interview.

Students requesting a reference for scholarships or positions must submit a Reference Letter Request Form to the program faculty member at least 2 weeks in advance of when the reference letter is required. The Reference Request Form can be found in Section 5 of this book.

FIELD TRIP PERMISSION FORM
Students are required to fill out a Field Trip Permission form in order to participate in off-campus events. A copy of this form can be found in Section 5 of this book.
Section 4

Clinical Site Policies
CLINICAL STATEMENT
The Radiologic Technology Program has been designed to educate a Diagnostic Radiologic Technologist within a twenty-one month period. This includes all academics as well as clinical experience.

Freshman students attend courses at the college campus on Monday, Wednesday and Friday. Tuesday and Thursday are spent at the hospital as part of the clinical experience. Freshman students are required to spend 3 weeks during the January intersession at their clinical affiliate site for 40 hours per week. Freshman students are required to spend 12 weeks of the summer between their Freshman and Sophomore year at their clinical affiliate site for 40 hours per week. The hours of clinical attendance are 7:30 a.m. until 4:00 p.m.

Sophomore students attend courses at the college campus on Tuesday and Thursday. Monday, Wednesday and Friday are spent at the hospital as clinical experience. The hours of clinical attendance are 7:30 a.m. until 4:00 p.m.

CLINICAL WAIVER FORM
Students are required to fill out a Clinical Waiver Form in order to participate in their clinical assignment. This form can be found in Section 5 of this book.

CLINICAL EDUCATION
Students in the Radiologic Technology Program at North Shore Community College will be affiliated at one hospital for the two-year period of their clinical internship. North Shore Community College is proud to be affiliated with the hospitals listed below.

Beverly Hospital
85 Herrick Street
Beverly, MA 01915-1777
Clinical Instructor: Nicole Pagliarulo

Addison Gilbert Hospital
298 Washington Street
Gloucester, MA 01930
Clinical Instructor: Deanne Hobba

Lahey Outpatient at Danvers
480 Maple Street
Danvers, MA 01923
Clinical Instructor: Sandy Normand

Lynn Community Health Center
269 Union St.
Lynn, MA 01901
Clinical Instructor: Ellen Quinn

Salem Hospital
81 Highland Ave.
Salem, MA 01970
Clinical Instructor: Dawn Bizzarro

Union Hospital
500 Lynnfield Street
Lynn, MA 01904
Clinical Instructor: Amanda Jackson

Students are expected to follow the rules and regulations of the hospital with which they are affiliated. The student is privileged to complete the clinical requirements of the Program at the hospital and should always act in a manner that conforms to the hospital's standards.

This Policy and Procedure Manual details many of the required standards of the Radiologic Technology Program at the clinical education centers. The student should also inquire at his/her assigned clinical education center as to the rules and regulations that are specific to that center.

Students will receive a 30 minute break for lunch and a 15-minute break during their clinical assignment.

All major clinical sites have a cafeteria on site where food may be purchased and consumed. Major clinical sites may also have a break room with a refrigerator.
You must never hold a patient or an imaging device during an exposure.

Medical gloves are to be worn when performing examinations. Proper contact precautions for exams that deal with bodily excrements (urine, stools, blood, vomit, etc.) must be worn. Gloves, gowns, masks and facial shields must be worn while performing procedures where body fluids may splash onto the student.

Pregnant patients should be reported to the supervising technologist before an examination may be done. Do not irradiate a pregnant patient without authorization. It is your responsibility to ask all female patients if there is any possibility of pregnancy.

You are not permitted to perform any examinations that you have not had instructions by the clinical instructor at the hospital. You are not allowed to perform any examination alone until you have successfully completed the competency evaluation. Any examination that must be repeated must be done so with the direct supervision of a Registered Radiologic Technologist. Failure to abide by these rules will result in a disciplinary action form. Students must always adhere to the Student Supervision Policy.

Room assignments will be posted at the clinical site. You are responsible to report to your room assignment, ready to work, no later than 7:30 am. Straighten out the room if necessary and stock the room with the needed supplies.

If you are required to attend a class at one clinical site and then drive to another site to finish your clinical assignment, you are to drive directly to the second site. If, for any reason, you are delayed in getting to your second site (i.e. traffic) you are to call the department right away and speak to the clinical instructor or lead tech about your delay. Failure to do so will result in disciplinary action.

Students may not release a patient from the Radiology Department until they have permission from an R.T.(R) to do so.

**PROFESSIONAL CONDUCT**

Students are expected to maintain a professional conduct throughout the program.

1. Students must report to clinical and classes in an alert condition.

2. Students must be alert at all times during their clinical assignment

3. Students must maintain a professional attitude when in the presence of other students, radiographers, staff, program faculty and patients.

4. Students must treat all patients with dignity and respect.

5. Students must accept all assignments given by the clinical instructor or any other radiographer commensurate with their capabilities.

6. Students must take directions from those individuals that have been designated by the clinical instructor.

7. Students must stay in their assigned area in the radiology department.

8. Students may not wear perfume, cologne, aftershave or other scents at their clinical site.

9. Students may not wear facial piercings at their clinical site, with the exception of stud only earrings.

10. Students must make a reasonable effort to cover any visible tattoos while at their clinical site.

11. Students may not accept any type of tip or gratuity from a patient or patient’s family.

12. Students must park only in the proper assigned areas at the clinical site.

13. Students must wear the NSCC sanctioned uniform at clinical and only wear hospital scrubs while in the OR.

14. Students may never release patients from the Radiology Department.
CODE OF EXCELLENCE

BREAK THE ICE
Make eye contact... Smile... Introduce yourself... Call people by name... Extend a few words of concern.

ANTICIPATE NEEDS
You'll often know what people want before they ask. Take the initiative. It's everyone's job to help or find help when needed.

PRACTICE COURTESY
Be quiet, courteous, and attentive. Polite words are soothing and reassuring. Noise annoys. Make people feel special.

EXPLAIN WHAT YOU ARE DOING
People are always less anxious when they know what's happening.

OFFER ASSISTANCE
If someone is lost and confused, stop and try to help.

RESPOND QUICKLY
When someone is worried, concerned or ill, every minute is an hour. Waiting time is more tolerable if the patient or family is kept informed.

BE CAREFUL OF WHAT YOU SAY
Privacy and confidentiality are of extreme importance. Watch what you say and where you say it. Show respect for patients and their families.

TREAT ALL PATIENTS WITH DIGNITY
Have patience. Slow down and take time to give. Imagine yourself on the receiving end. Offer choices. Be understanding. Make sure your words or tone of voice don't imply insult.

TAKE TIME TO LISTEN
When someone talks to you, even to complain, take time to listen. Remember that patient or visitor is forming an instant perception of you that could be lasting.

HELP EACH OTHER
Everyone benefits when you and your co-workers act as a team. Offer assistance to others and accept help graciously.

USE GOOD PHONE SKILLS
When you are on the phone, speak pleasantly. Be helpful and listen with understanding. Remember that others often overhear how you speak with a caller.

LOOK THE PART
YOU represent more than just one individual. You are a part of a long-standing and proud medical tradition. Your appearance and attitude are reflective of your personal pride in that tradition.

Lee Memorial Hospital, School of Radiologic Technology
Lee Memorial Hospital
Fort Meyers, Florida
CONFIDENTIAL INFORMATION
All patient and hospital records are confidential in nature. Requests for information concerning a patient should be referred to the clinical instructor or designate. Students shall maintain this confidentiality in a professional manner. Failure to maintain the confidentiality of any patient at any time may result in the student's immediate suspension or dismissal from the Program.

HIPAA CONFIDENTIALITY STATEMENT
HIPAA stands for the HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 and was developed as part of President Clinton's healthcare reform policies. This act became law on August 21, 1996.

Health care workers are affected by HIPAA when considering patient privacy and confidentiality. HIPAA makes it illegal to disclose information regarding patients either verbally or in writing without the express written consent of the patient. Students must be aware of this policy and agree to protect patient’s privacy rights in order to attend their clinical assignments.

CLINICAL DRESS CODE
Professional appearance is essential in the medical field. Students are required to follow the dress code of their assigned clinical education center or the dress code deemed proper by the Sponsoring Institution. The following is a list of the standards required by the Radiologic Technology Program.

- Students will be required to purchase specified uniforms for their clinical placement. These uniforms must be purchased through McGill's Inc. and will be ordered during the Radiologic Technology Orientation at North Shore Community College. These uniforms must be worn at clinical site. OR scrubs may only be worn during the student's rotation and returned to the proper laundry receptacle when the day has ended.
- Fingernails must be clean and neatly trimmed. Students must follow the Hand Hygiene Policy.
- No facial jewelry may be worn during clinical at the clinical education site.
- No excessive jewelry may be worn.
- Hair must be kept neat and off the face. Long hair must be pulled back so as to never brush against a patient. Hairstyles must be kept conservative.
- Students with facial hair must keep it clean, neatly groomed, closely trimmed, and conservative in style
- Shoes must be kept clean and polished.
- All students must practice good personal hygiene.
- Uniforms must be kept clean, pressed and in good repair.
- Chewing gum is unprofessional and is not permitted at any clinical site.
- Identification badges provided by the clinical site must be worn to identify you as an Intern Radiographer.
- Radiation Dosimetry Badges must be worn at all times at the clinical site.
- Lead protection is to be worn at all times if in the X-ray room during Fluoroscopic Procedures, for Portable Radiography, and during Operative Procedures.
- The use of perfume, cologne or aftershave lotion is not permitted at the clinical sites.
- Reasonable attempts to cover tattoos must be made.

IDENTIFICATION BADGES
Students are required to wear appropriate identification in the clinical affiliate at all times. Failure to wear proper identification will result in the student being sent home and will be considered as an absence. It was through ID badge is lost, the student will be responsible for the cost of its replacement. The student will not be allowed to remain at clinical without a badge and will cost the student time off.

RADIATION MONITORING BADGE POLICY
IT IS REQUIRED BY LAW THAT ALL PERSONS WORKING WITH OR AROUND X-RAY MACHINES AND/OR RADIOACTIVE MATERIALS WEAR CURRENT RADIATION MONITORS.

Radiation monitors are furnished to students in accordance with existing state and federal regulations, which require that students wear them when working in areas where potential radiation exposure may occur. The reports regarding your exposure become a part of your permanent record and are open for your inspection. When you leave this institution, you may request a copy of your exposure record to either take with you or to have sent to your employer.

Exposure monitoring of personnel is required whenever radiation workers are likely to receive 10% or more of the annual occupational effective dose limit of (50 m.S.v.) in any single year. In order to utilize the film badge most effectively and to have the most accurate records possible, the following regulations must be observed.
1. Students must wear radiation monitors at all times when at their clinical affiliate and while using the Radiology Energized lab. The monitor is to be attached to the clothing on the front of the body at the collar level outside of the lead apron. Any student not wearing his/her badge will be sent home and the time missed will be considered a clinical absence.

2. Students must pick up new radiation monitors from the Clinical Coordinator. It is absolutely imperative that monitors are turned in on time so that they may be processed properly, or the student will not be allowed to attend clinical and will be considered absent from clinical.

3. Assigned clinical radiation monitors are to be kept at the clinical site and assigned laboratory radiation monitors are to be kept at the College.

4. There is an annual fee for radiation monitors.

RADIATION SAFETY, PROTECTION & MONITORING POLICY

Students will be made aware of methods and procedures for protecting themselves, the patient and the general public from unnecessary exposure to radiation before being allowed to use the college energized lab or to be out on the floor at their clinical assignment.

1. The student shall utilize ionizing radiation equipment in a safe manner and provide patient and personnel protection by practicing the following:
   a. Implementation of the Three Cardinal Rules (time, distance & shielding) of Radiation Protection.
   b. Providing gonadal shielding correctly, as the specific exams allow.
   c. Wearing protective apparel (lead aprons, thyroid shields, etc.) during any fluoroscopic or mobile procedure.
   d. Questioning all female patients of childbearing age, as to the likelihood of pregnancy.
   e. Complying with the program policy prohibiting the holding of patients during exposure.
   f. Complying with the program policy pertaining to student pregnancy.
   g. Complying with the program policy pertaining to performing any repeat exposure under direct supervision only.

2. Students shall purchase 2 radiation-monitoring devices, one to be worn at their clinical assignment and one to be worn at the college when using the energized lab. The Clinical Coordinator will supply the radiation monitors to the students at the start of the program. Wearing the radiation-monitoring device is done in order to maintain accordance with established recommendations of the National Council on Radiation Protection and Measurements (NCRP), current regulations of the Commonwealth of Massachusetts DPH, Radiation Control Program and the Federal Government. In addition to compliance with the above regulations, utilization of these devices is necessary to insure that radiation doses are maintained “As Low As Reasonably Achievable,” and to provide protection for the college by providing documentation and proper management of student radiation exposure.

3. Students will not, under any circumstances, be allowed to perform radiologic examinations without wearing their radiation-monitor badge. The radiation-monitor is to be worn at the collar level and outside the protective lead apron. The student is responsible for wearing the radiation monitor whenever he/she reports to clinical. In the case of a lost or damaged monitor, the student shall report the situation to the Clinical Coordinator and a replacement badge shall be ordered. The student will be responsible for a $10.00 replacement fee. The student may not attend their clinical assignment until the new badge is received. The student is then responsible for making up any clinical assignment in accordance with program policy.

4. In an effort to keep the radiation exposure levels of students to a minimum, the following guidelines are established:
   • Students shall not hold patients during exposure for any reason.
   • Students shall not make an exposure while another Radiology employee holds the patient.
   • Students shall inform the clinical Coordinator of any incidences of their radiation-monitor being exposed while it was not being worn.
   • The student shall inform the Clinical Coordinator of any incidences that may have caused excessive radiation to their person. If the Clinical Coordinator deems it necessary, the incident shall be reported to the clinical Radiation Safety Officer for appropriate follow up.
   • Upon receipt of the quarterly radiation monitoring report, the Clinical Coordinator shall:
     • Review the report and post the exposure statement in the college lab. Each student must initial and date the report to indicate they have reviewed it. A quarterly exposure report above 1.8 (m.S.v) shall be deemed higher than expected and require the following action:
       a. The Clinical Coordinator will review the report with the student in an effort to determine possible reasons for the elevated exposure.
       b. The Clinical Coordinator shall document any findings that may explain the excess exposure on the student’s exposure report and will be made part of the student’s permanent file.
       c. The Clinical Coordinator and the Program Director shall review radiation safety procedures with the student.
A cumulative report of student's exposure history during their enrollment in the program shall be issued upon request when the student graduates or withdraws from the program.

5. Radiation-monitor badges are replaced on a quarterly basis. It is the responsibility of the student to bring his/her badge to the Clinical Coordinator when requested. Students who fail to exchange their badges on time will be sent from their clinical site to the college in order to do so and then be required to make up any missed clinical time.

*It should be noted that a reading of this level is not considered excessive and is well within the established guidelines of reasonable exposure and was chosen to provide an opportunity for early intervention in order to counsel the individual on proper work habits.

**RADIOGRAPHY MARKERS**
Students are required to have radiographic film markers at their clinical site. Any student not having their markers will be sent home and the time missed will be considered a clinical absence. Habitual lack of markers will result in a disciplinary action form. Each student will adhere to the clinical affiliate site's policy on the marking of radiographs. If a student as a marker, the student may be responsible for the cost of its replacement.

**TIME AND ATTENDANCE**

**TARDINESS POLICY**
Students arriving to their clinical affiliate hospital any time after 7:30 am but before 8:30 am will be considered tardy. Students who will be late must notify the clinical instructor as soon as possible. Failure to do so by 8:00 am may be considered a No Call No Show. Five (5) points will be deducted from the student's final clinical grade for each day the student is tardy that exceeds one per semester. Students arriving after 8:30 am may be considered absent and may have to use Time Off or Flex Time. It will be up to the Clinical Instructor to determine which form of time off will be used. Students who go to the wrong clinical site will be considered tardy provided they contact the clinical instructor or designee about the error as soon as they realize an error has occurred.

**TIME OFF**
Students will be allowed two (2) days of Time Off per semester that cannot be carried over from semester to semester. Freshmen students will be allowed three (3) days of Time Off during the Spring semester only. There will be five (5) points deducted from the final clinical grade for each absence that exceeds two per semester. If a student has an extended absence due to illness or other medical condition see the Extended Absence Policy on page 48-49.

Students who won't be attending their clinical assignment for any reason, must call in to the department before 7:30 am on the day they will be absent and speak to their clinical instructor or designee.

**NO CALL NO SHOW**
A student who does not notify their clinical instructor that they will be late before 8:00 am or misses an entire clinical day without either prior approval from the clinical instructor will be considered a No Call No Show.

Upon the first No Call No Show from clinical education, the student will be immediately suspended from the clinical education center.

Following suspension, the student must arrange a meeting with the Program Director, Clinical Coordinator and Clinical Instructor. The student must reaffirm his/her commitment to the Radiologic Technology Program to the satisfaction of this committee in order to return to their clinical education center. If allowed to return, all clinical days missed during suspension must be made up before a grade is given for the particular semester.

**FLEX TIME**
Radiologic Technology students will be allowed twenty four (24) hours of Flex Time which may be broken up into half day segments or four (4) hours of time. The 24 hours of Flex Time is for the entire twenty-one (21) months of their clinical education. Half days of Flex Time can only be used between 7:30a.m.-11:30a.m or 12:00p.m. – 4:00p.m. Any student taking a half day of Flex Time will not be given a lunch break.

Requests for Flex Time must be discussed with the Clinical Instructor in advance of the day requested. Flex Time may not be used in place of time owed for "make-up". Students will not be allowed to use Flex Time during the last clinical week of any semester.

**HOLIDAYS**
Students will have the major legal holidays off from both their college and clinical responsibilities.
VACATION
At the college, the students will have all college vacations off with the exception of three weeks during January Intersession (Freshman) and three months during the first summer. At the hospital, students are allowed one common week per year to be decided upon by the clinical instructor to be taken in the summer months. All students will have the period of time following final exams and New Year's Day off and the Spring Semester Break week off in March, unless required in order to complete objectives and competency exams.

BEREAVEMENT POLICY
Students will be allotted 2 consecutive school days for bereavement of immediate family members which includes grandparents, parents, siblings, spouse, children, mother-in-law and father-in-law. Other bereavement issues will be considered on an individual basis.

JURY DUTY POLICY
Any student who receives a notice from the Clerk of Courts to act as a jury member must immediately notify the program director and their clinical instructor. Students attending jury duty must show documentation of attendance for jury duty in order to qualify for an excused absence.

EXTENDED ABSENCE POLICY
Students that experience an extended illness or other medical condition that may prevent them from attending class and/or clinical must have verification from his/her health care provider that they have an extended illness/medical condition. Any verifiable illness or medical condition that prevents the student from meeting all of the technical standards will fall under this extended absence policy. During an extended absence only the first absence from the classroom and clinical will be counted.

For example, if a student has a verified extended illness and they are absent for four consecutive days (two class days and to clinical days) the student will receive one (1) absence for the classroom days and one (1) absence for the missed clinical days. Each course during the classroom days will use an absence.

In order to return from an extended illness or medical condition the student must provide documentation from their health care provider stating when he/she can safely return to clinical and meet all the technical standards. Absences without medical verification from a medical provider will each be counted as an individual absence.

The student will be required to make up any missed clinical assignments at a time agreed upon by the clinical instructor and him/herself, in order to complete the semester requirements before a grade will be given for the semester.

STUDENT CLINICAL EVALUATION
The student’s clinical grade is determined by three subcategories: Clinical Classroom Assignments and Exam Grades, Student Performance Evaluations, and the Competency/Random Grades. Each section will be worth 1/3 of the overall clinical grade.

This is a competency-based program that requires students to prove competency in several radiographic exams and procedures in order to complete the program. The total competency and random competency grade must be 75 or better to pass. Regardless of the student’s exam/assignment grades and student performance evaluation score, if the competency and random competency grade is below 75 the student has failed and will be dismissed from the program.

CLINICAL CLASSROOM ASSIGNMENTS AND EXAM GRADES
Written assignments help with the retention of material and show the Clinical Instructor what they observed or witnessed in certain situations. Students will be expected to complete all written assignments required by their Clinical Instructor. Late assignments will result in points off and if not turned in after the next clinical day will result in a grade of zero (0).

Students are expected to take any exam at the college or at their clinical site at the time it is given to the class. If the student is unable to be at the exam for an emergency reason, they must notify their instructor before the exam is given to the class. Ten points will be deducted from the exam score if the student does not take the exam with the class and for every class day beyond the scheduled day of exam. Failure to notify the instructor before the exam is given to the class will result in a zero grade for the exam.

Exam grades will account for 1/3 of the student’s clinical grade.
STUDENT PERFORMANCE EVALUATIONS
Most semesters will have two performance evaluations. Students undergo evaluations that are similar to the annual evaluations provided to working technologists out in the field. These evaluations not only look at clinical skill, they also comment on items such as motivation, interpersonal skills, and teamwork. Copies of the Interpersonal Evaluations are located in Section 5.

The student performance evaluation will account for 1/3 of the student’s clinical grade.

COMPETENCY AND RANDOM COMPETENCY GRADES
This is a competency-based program that requires students to prove competency in several radiographic exams and procedures in order to complete the program. The list of examinations required to pass is created by the American Registry of Radiologic Technologists (ARRT). Each semester has a different number of required competencies to pass for that semester.

If a student scores below a 75, it results in a failure. If a student fails a competency exam they are not considered competent in that exam and will be retrained. The student must make every effort to re-comp on the failed exam within the same semester. The student will not be considered competent until that exam is passed, however if they fail the same exam a second time the score becomes a 0 and retraining must be documented. The failing grade will count toward their final semester grade, the passing grade will not. But, it will be recorded to show a proof of competency for that exam. Addition competencies may be completed to help increase a student’s grade.

In addition to the required clinical competencies, students must continue to show competency in exams by completing “random” competencies. Random competencies will test students on previously passed competency exams to ensure they have maintained an acceptable skill level.

If a student scores below an 85 on a random competency, it results in a failure and the score becomes a 0. The reason for the failure will be discussed and retraining will be performed, but the student is still considered competent. Addition random competencies are not allowed to help increase a student’s grade.

Only a set number of random competencies are allowed per semester. No additional randoms may be performed to increase a student’s grade.

The total competency and random competency grade must be 75 or better to pass and remain in the program.

The scores of these competencies will account for 1/3 of the student’s clinical grade.

CLINICAL COMPETENCY REQUIREMENTS
The clinical competency requirements are divided into mandatory and elective competencies. Students must complete all requirements in order to graduate from the program and be eligible for the ARRT examination. The list of competencies are listed on the next page. All competencies are graded in the student’s competency book.

MIDTERM CLINICAL MILESTONES
Midterm clinical milestones are used to determine if a student is progressing at an appropriate rate and that their clinical performance is meeting program standards. Each semester will have a number of competencies that need to be completed by the semester’s midterm date. The number of competencies required for each semester will be listed within the syllabus for that semester. Failure to meet this number will result in a zero (0) grade for each competency missed when calculating midterm grades.

Student performance evaluations will also be completed at midterm. Students must receive a grade of 75 or higher to meet their student performance evaluation midterm milestone.

Failure to meet either of these milestones will result in a meeting with the student, clinical coordinator, and clinical instructor to discuss their lack of progress and outline what needs to be done in order to show improvement.
CLINICAL DATA COLLECTION

TRAJECSYS
Students will be required to purchase Trajecsys, an online clinical recordkeeping system for allied health programs. Students will use Trajecsys to do many things required by the program such as clock in/out of clinical, track exams, track competencies, and view their performance evaluations. Trajecsys track all the exams they observe, assist and perform.

CLOCKING IN AND OUT
All students are required to track their attendance by clocking in and out of clinical using Trajecsys. Failure to properly clock in and out of clinical may result in disciplinary action.

TRACKING RADIOLOGY EXAMS
Tracking the number and types of exams the students is involved with is very important program data. Students are required to track every exam they observe, assist with, and perform. Students must make every effort to record these exams as accurately as possible. For the exams that are performed by the student, any and all repeated radiographs much be recorded with a reason for the repeat. Failure to accurately track these exams or neglect to state the reason for an exam will result in disciplinary action.
### NSCC Required Clinical Competencies (57)

<table>
<thead>
<tr>
<th>Mandatory Procedures (42) (8 exams may be simulated)</th>
<th>Date Completed</th>
<th>Patient or Simulated</th>
<th>Verified By</th>
<th>Page Number</th>
<th>Patient Age</th>
<th>Difficult Patient</th>
<th>Random Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>THORAX</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chest Routine</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stretcher Chest</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ribs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EXTREMITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finger</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thumb</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hand</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wrist</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forearm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elbow</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humerus</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shoulder</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foot</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ankle</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tibia and Fibula</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patella **</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Femur</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trauma Lower Extremity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trauma Shoulder (Scapular Y, Transthoracic or Axillary)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clavicle</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calcaneus **</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trauma Upper Ext. non-shoulder</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SPINE AND PELVIS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cervical Spine</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thoracic Spine</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lumbosacral Spine</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cross-Table Lateral Spine</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pelvis</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hip</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cross-Table Lateral Hip</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ABDOMEN AND GI TRACT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abdomen Supine (KUB)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abdomen, Upright</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upper GI Series **</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small Bowel Series **</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OTHER MANDATORY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Portable Chest</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Portable Abdomen</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Portable Orthopedics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-arm Procedure (2-projections)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-arm Procedure (Sterile field)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pediatric Chest &lt; 6 years</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geriatric Chest</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geriatric Upper Extremity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geriatric Lower Extremity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**KEY:** Difficult Patient: YES if exam includes severe trauma or patient unable to help
** NSCC mandatory competencies but are ARRT electives
### Elective Procedures (15 Req.)
(Any may be simulated)

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Date Completed</th>
<th>Patient or Simulated</th>
<th>Verified By</th>
<th>Page Number</th>
<th>Patient Age</th>
<th>Difficult</th>
<th>Random Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chest Lateral Decubitus</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sternum</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upper Airway (soft tissue neck)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scapula</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AC Joints</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skull</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paranasal Sinuses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facial Bones</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orbits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zygomatic Arches</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nasal Bones</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mandible</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TMJ</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sacrum and/or Coccyx</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scoliosis Series</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SI Joints</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abdomen Decubitus</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IVU</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barium Enema</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Esophagus Study</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cystography/Cystourethrography</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ERCP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Myelography</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arthrography</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hysterosalpingography</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Pediatric Electives <6 yrs

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Date Completed</th>
<th>Patient or Simulated</th>
<th>Verified By</th>
<th>Page Number</th>
<th>Patient Age</th>
<th>Difficult</th>
<th>Random Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upper Extremity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lower Extremity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abdomen</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile Study</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### General Patient Care Procedures

Students must demonstrate competency in all six

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Date</th>
<th>Verified By</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vital Signs (BP, Pulse, Resp, Temp, Pulse oximetry)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sterile and Medical Aseptic Technique</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Venipuncture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer of Patient</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Care of patient medical equipment (e.g. oxygen tank, IV tubing)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Student Name:** College: North Shore Community, Danvers MA

### Verification Section
(Note: The verification section will appear on the examination application)

The applicant has demonstrated the competency requirements as identified in the ARRT Radiography Clinical Competency Requirements document (Effective January 2017).

Program Director Signature: ___________________________ Date: ____________
REPEATED RADIOGRAPH POLICY
In the event a repeat radiograph is required of any examination being done by a student, the undiagnosed radiograph must be critiqued by a registered technologist and direct supervision must be given by a registered technologist to the student while repeating a radiograph. The decision regarding whether the radiograph must be repeated can be made only by the RT. All repeat radiographs must be recorded in Trajecsys by the student.

HOLDING PATIENTS AND/OR IMAGING RECEPTORS FOR AN EXAMINATION
A student radiographer must never hold an imaging device during any radiographic examination while radiation is present under any circumstance. A student radiographer MUST NEVER hold a patient during any radiographic examination while radiation is present under any circumstances.

POLICY FOR EQUITABLE STUDENT ROTATIONS/OBSERVATIONS
The Radiologic Technology Program at North Shore Community College offers students in the program access to a large variety of examinations, rotations, and observations to enhance their education. However, in keeping with the North Shore Community college Equal Opportunity and Affirmative Action Policy, students in the Radiologic Technology Program are excluded from those rotations/observations that do not allow equal participation of male and female students. Examples of, but not limited to, excluded examinations are mammograms and hysterosalpingograms.

ACCIDENTS
All accidents that occur while on clinical assignment resulting in real or potential injury to student or patient, hospital personnel, and/or damage to equipment, must be reported immediately to the Clinical Instructor and Program Director. Students will be required to fully understand the safest methods of properly performing routine radiographic procedures before undertaking them.

RELEASING A PATIENT FROM THE RADIOLOGY DEPARTMENT
Students are not authorized to release any patient from the Radiology Department of any clinical site. Patients can be released by the department RT’s only.

MOBILE PHONE AND ELECTRONIC DEVICE POLICY
Students are not allowed to carry any hand held electronic devices at their clinical affiliate. Devices include but are not limited to cell phones or tablets.

DEPARTMENT TELEPHONE POLICY
Students are not allowed to use the telephone in the radiology department except in emergency situations.

MRI ORIENTATION FOR OBSERVATION
The radiography student will have the opportunity to observe an MRI department during the second year of the program. Before a student can observe, they are required to complete the following orientation.

1) View the American College of Radiology's MRI Safety video
2) Complete the American College of Radiology's Safety Screening Form for MR Procedures and MRI Hazard Checklist
3) Have students sign NSCC MR Screening Signoff Sheet after orientation and before visiting MRI facility

NORTH SHORE COMMUNITY COLLEGE HEALTH PROFESSIONS
CLINICAL/FIELDWORK CANCELLATION POLICY
1. If mandatory college closing (classes cancelled) is required prior to the start of scheduled clinical/fieldwork, the student will not be required to attend clinical/fieldwork for the duration of the cancellation.

2. If mandatory college closing (classes cancelled) during the day/evening, after the student has arrived at clinical/fieldwork site, the student is required to complete assigned procedures prior to leaving the site. The student must ensure patient safety is not compromised and documentation is completed.

3. If mandatory college closing (classes cancelled) is required, the student may have to make up hours/time in order to fulfill program requirements (per program policy).
4. If classes are not cancelled, but there is questionable weather, students will use their own discretion as to their ability to travel safely to and from clinical/fieldwork site. Should students decide that travel is not prudent, they are to follow the program’s attendance policy regarding absence from clinical/fieldwork.

5. Students will not be assigned to their clinical education setting during any holiday observed by the college.

6. Students may access the college adverse weather/emergency closings by:
   - calling the college adverse weather hotline at (978) 762-4200
   - accessing the college website
   - local television and radio stations

This policy should be communicated to all clinical affiliates and to all students.

MAKE-UP TIME POLICY
No student may be involved in the Radiologic Technology Education Program for more than forty (40) contact hours in any one week, combining formal classes at the College and clinical assignments.

Individual students will be assessed if and when the need occurs as to the number of “make-up hours” they have available each week. This information will be made known to both the student and clinical instructor. The college will also determine those days that may be used for student make-up time per semester.

Make-up time must be scheduled with the clinical instructor, be supervised, and fulfill the educational objectives that were missed by the student's absence.
PROGRAM LENGTH EXTENSION POLICY

1. On the basis of student achievement, the clinical instructor with the approval of the Program Director may recommend a program length extension option for a student in Radiography Clinical Experience.
2. This option may be offered to a student who needs additional time to complete the required competencies due to reasons of extended, excused illness or to a student who requires extra practice on specified identified competencies.
3. If the program length extension option is offered to a student during Clinical Experience IV, the student must be aware of the following:
   A. The student will receive an IP (in progress) grade for Radiography Clinical Experience IV and will not be eligible for May/June graduation.
   B. All program requirements must be fulfilled in order to be eligible to apply for the ARRT license.

The Program Length Extension Form can be found in Section 5.

DISCIPLINARY ACTION

GROUND FOR SUSPENSION/DISMISSAL
Students may be suspended or dismissed from the program at any time for violation of any one of the grounds listed. They are but not limited to:

1. Grade below 75 in any of the RAD courses or on the competency evaluation portion of the clinical semester grade.
2. The conviction, known use of, distribution of, or possession of illegal drugs or controlled substances.
3. Engaging in theft of any articles from clinical, patients, colleagues or the college.
4. Unprofessional or unethical conduct
5. Not following the NSCC Academic Honesty Policy.
6. Failure to maintain confidentiality of patients, students and hospital staff.
7. Any action that jeopardizes the safety of the patient or causes unnecessary radiation to the patient.
8. Refusal of a request to perform a radiographic examination that is within the scope of the student’s competency level.
9. Carrying of any firearms or weapons to clinical or the NSCC campus.
10. Leaving the clinical assignment without permission during assigned clinical hours.

CONFERENCE FORMS
Conference forms will be used to document conversations with students and instructors. A copy of the conference form can be found in Section 5 of this book.

Conference forms are completed in Trajecsys by the Clinical Instructor.

DISCIPLINARY ACTION FORMS
Disciplinary Action Forms will be used to document any behavior that violates handbook policy, is considered unprofessional, unethical, or jeopardizes patient safety. Any student receiving three (3) disciplinary action forms will be suspended from their clinical rotation. (However, the hospital does reserve the right to remove students at any time if the student’s behavior is considered unprofessional, unethical or jeopardizes patient safety.) The student will be required to attend a review board hearing to determine his/her status in the Program. Any time missed from Clinical during suspension must be made up by the student prior to the end of the semester, if the student is allowed to remain in the Program.

Disciplinary Action Forms are completed in Trajecsys by the Clinical Instructor.
STUDENT GRIEVANCE PROCEDURES
The College recognizes its obligation to guarantee rights of its students and will protect its community from persons who violate its own rules and regulations and those of the Massachusetts Higher Education Coordinating Council. It also extends a student’s grievance procedures to persons alleged to have violated rules and regulations. The College’s Student Grievance Procedure is found in the NSCC Student Handbook which is provided to students annually.

COMMUNICABLE DISEASES POLICY
The student radiographer must report any suspected communicable disease to the Program Director or Clinical Coordinator, prior to the student’s entering the clinical education center.

Examples of communicable diseases are: infected skin lesions, rash, flu-like illness, diarrheal illness, pharyngitis, jaundice, strep throat, MRSA, etc.

Written permission from a physician may be required by the Program Director before the student is allowed to return to the clinical education center.

Absences at the clinical education center due to a student's contracting a communicable disease must be made up per program requirements.

STUDENT WITH COMMUNICABLE DISEASES
Purpose: To reduce the possibility of transmission of infection from staff to patients.

Policy:
1. Students at Clinical with direct patient care responsibilities who have signs and symptoms of infectious disease should report promptly to their clinical instructor.
2. If appropriate, the clinical instructor will refer the student to his/her physician and will notify the program director.
3. The physician will evaluate the student's symptoms and may recommend the student be restricted from direct patient contact.
4. Students restricted from Clinical because of a communicable disease will not be able to return until cleared by the student's physician, the infection control department, or the Program Director.
5. The physician will refer to the Center for Disease Control Guidelines for Infection Control in Hospital Personnel when determining the appropriateness, the type, and the duration of the student's clinical restrictions.
6. The clinical instructor will notify the Infection Control Department concerning students restricted from clinical because of a communicable disease.

STUDENTS WITH ENTERIC DISEASE
Indications of Enteric Diseases are: Salmonella, Shigella, Amebic Dysentery, Campylobacter, Giardia, Yersinia

Policy:
Students with acute diarrheal illness that is severe, is accompanied by other symptoms such as fever and vomiting, or lasts longer than 24 hours, should be excluded from direct patient care until they are evaluated by their primary care provider.

STUDENTS WITH GROUP A HEMOLYTIC STREPTOCOCCAL OR STAPHYLOCOCCUS AUREUS INFECTIONS
Indications are: pharyngitis, impetigo, wound, boils, MRSA, etc.

Policy:
1. The diagnosis of a clinical infection must be established by the student's primary care physician or by appropriate culture.
2. Any student with clinical Group A hemolytic streptococcal or staphylococcal infections should be referred to their primary care physician.
3. Dismissing a student from Clinical prior to the results of the cultures will be at the discretion of the clinical instructor and/or Program Director.
4. The student should not attend Clinical for a period of 24 hours following the initiation of appropriate therapy for culture confirmed Group A hemolytic streptococci infections, 48 hours following the initiation of appropriate therapy for culture confirmed staphylococcus aureus infections. Otherwise, decisions will be made by the private physician.
If a female student becomes pregnant while enrolled in the North Shore Community College Radiologic Technology Program, she is under no obligation to declare her pregnancy status, but does have the option to voluntarily inform program officials of her pregnancy.

If the student does not declare her pregnancy status, the program is under no obligation to afford any measures with regard to radiation safety other than the measures routinely afforded to all radiologic technology students in the program.

If the student does decide to voluntarily declare her pregnancy status, she must fill out the form entitled “Voluntary Declaration of Pregnancy for Radiologic Technology Students”. The program will inform the appropriate individuals at the student’s clinical education setting of the declaration. A student will not be considered pregnant without this written disclosure. The student may reverse her declaration of pregnancy, at any time by submitting that decision in writing to the Program Director.

Upon disclosure, the student, program director, and clinical coordinator will meet to review the options that the student has to fulfill the educational requirements of the program. The options include:

1. The student may remain in the program and carry out all assignments and duties without modification or restrictions, whether or not the potential exists of the student receiving exposure to scatter/secondary radiation as a routine practice of the activity. This includes all academic and clinical activities.

2. The student may defer from participating in examinations that may place her in an area that radiation exposure may occur, such as during fluoroscopic exams, surgical and special procedures, or within six (6) feet of an operating mobile unit. She must still fulfill all competency requirements in order to graduate from the program.

3. The student may voluntarily withdraw from the RT program. If she leaves in good academic standing and provides adequate notice, she will be accepted back into the beginning of the semester which she left, on a space available basis.

If the student picks option #1 or #2, the student will be assigned two fetal radiation monitoring devices. One to wear at waist level, outside the lead apron while at clinical and one to wear at waist level while at the college when participating in any energized lab activities.

Whether or not the student decides to voluntarily declare her pregnancy status, it is strongly suggested that she discusses the RT Programs’ technical standards with her own health care provider and assesses her own ability to continue to meet the required standards.

The Nuclear Regulatory Commission (NRC) has established as a guideline, and the relevant state and federal agencies have promulgated regulations stipulating that exposure levels below .5 rem (500 millirem) spread equally over the nine-month gestation period pose no measurable increased risk factor to the developing fetus. Information in Appendices A and B in the student handbook provide information regarding the possible effects of radiation on the fetus and the pregnant workers guide to possible radiation risks.

Although it is both policy and practice of the RT program to offer the utmost in radiation protection for the students, North Shore Community College or its affiliates will not be responsible for injury to either the mother or child due to radiation exposure during pregnancy.

I have received and read Appendix A and I have read the above pregnancy policy, understand its content and agree to comply with it.

Name_____________________________________________________
(print clearly)
Signature ___________________________ Date signed_______________
In order to decide whether to continue working while exposed to ionizing radiation during her pregnancy, a woman should understand the potential effects on an embryo/fetus, including those that may be produced by various environmental risks such as smoking and drinking. This will allow her to compare these risks with those produced by exposure to ionizing radiation.

I. RADIATION RISKS

1.1 Childhood Cancer

Numerous studies of radiation-induced childhood cancer have been performed, but a number of them are controversial. The National Academy of Science (NAS) BEIR report reevaluated the data from these studies and even reanalyzed the results. Some of the strongest support for a casual relationship is provided by twin data from the Oxford survey (Ref. 4). For maternal radiation doses of 1,000 millirems, the excess number of deaths (above those occurring from natural causes) was found to be 0.6 death per thousand children (Ref. 4).

1.2 Mental Retardation and Abnormal Smallness of the Head (Microcephaly)

Studies of Japanese children who were exposed while in the womb to the atomic bomb radiation at Hiroshima and Nagasaki have shown evidence of both small head size and mental retardation. Most of the children were exposed to radiation doses in the range of 1 to 50 rads. The importance of the most recent study lies in the fact that investigators were able to show that the gestational age (age of the embryo/fetus after conception) at the time the children were exposed was a critical factor (Ref. 7). For a radiation dose of 1,000 millirems at 4 to 7 weeks after conception, the excess cases of small head size was 5 per thousand; at 8 to 11 weeks, it was 9 per thousand (Ref. 7).

In another study, the highest risk of mental retardation occurred during the 8 to 15 week period after conception (Ref. 8). A recent EPA study (Ref. 16) has calculated that excess cases of mental retardation per live birth lie between 0.5 and 4 per thousand per rad.

1.3 Genetic Effects

Radiation-induced genetic effects have not been observed to date in humans. The largest source of material for genetic studies involves the Hiroshima and Nagasaki. The 77,000 births that occurred among the survivors showed no evidence of genetic effects. For doses received by the pregnant worker in the course of employment considered in this guide. The dose received by the embryo/fetus apparently would me a negligible effect on descendants (Refs. 17 and 18).

II. NONRADIATION RISKS

2.1 Occupation

A recent study (Ref. 9) involving the birth records of 130,000 children in the State of Washington indicates that the risk of death to the unborn child is related to the occupation of the mother. Workers in the metal industry, the chemical industry, medical technology, the wood industry. The textile industry, and farms exhibited stillbirths or spontaneous abortions at a rate of 90 per thousand above that of workers in the control group, which consisted of workers in several other industries.

2.2 Alcohol

It has been recognized since ancient times that alcohol consumption had an effect on the unborn child. Carthaginian law forbade the consumption of wine on the wedding night so that a defective child might not be conceived. Recent studies have indicated that small amounts of alcohol consumption have only the minor effect of reducing the birth weight slightly, but when consumption increases to 2 to 4 drinks per day, a pattern of abnormalities called the fetal alcohol syndrome (FAS) begins to appear (Ref. 11). This syndrome consists of reduced growth in the unborn child, faulty brain function, and abnormal facial features. There is a syndrome that has the same symptoms as full-blown FAS that occurs in children born to mothers who have not consumed alcohol. This naturally occurring syndrome occurs in about 1 to 1 cases per thousand (Ref. 10).
Section 5

Forms
CLINICAL/FIELDWORK WAIVER FORM

I, ____________________________ (student name), a student at North Shore Community College enrolled in a Health Professions Program, understand and agree that I am fully responsible for the cost of any physical, emotional, or property injury resulting from my transportation, safe conduct to and from the Clinical Agency for/or my participation in clinical activities and thus, will in no way hold the College or faculty/staff member responsible for any injuries and/or losses incurred during transit or while participating in any clinical activities including but not limited to medical and dental expenses incurred as a result of my participation in this program; and, further, I agree to indemnify and hold harmless the said College against any and all claims, damages and liabilities arising therefrom.

Student Signature: ____________________________

PROGRAM  Please circle the Program you are enrolled in:

- Medical Assisting
- Occupational Therapy Assistant
- Practical Nursing
- Respiratory Care
- Veterinary Technology
- Nurse Education
- Physical Therapist Assistant
- Radiologic Technology
- Surgical Technology

Date: _________________

Parent’s consent if the student is under 18 years of age:

________________________________________________________________________
STUDENT SUPERVISION POLICY

A qualified Radiologic Technologist must always supervise Radiologic Technology students while they are participating in their clinical education. Supervision may be considered Direct or Indirect.

**Direct Supervision:** A qualified practitioner reviews the procedure in relation to the student’s achievement; evaluates the condition of the patient in relation to the student’s knowledge; is present during the conduct of the procedure; and reviews and approves the procedure and/or image.

**Indirect Supervision:** A qualified practitioner is immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed. A qualified practitioner must review and approved the procedure and/or image.

The JRCERT requires that the following rules be followed in order for the RT program to maintain accreditation.

- All medical imaging procedures must be performed under the direct supervision of a qualified practitioner until the radiography student achieves competency.

- All medical imaging procedures must be performed under the indirect supervision of a qualified practitioner after the student achieves competency.

- All radiography students repeating unsatisfactory radiographs must be under the direct supervision of a qualified practitioner.

I understand the above requirement of Direct and Indirect Supervision of North Shore Community College Radiologic Technology students and agree to abide by them.

Signed ____________________________ Date__________________________
(signature)

______________________________ Clinical________________________
(print name)
NSCC MR Screening Signoff

I ____________________________, have studied North Shore Community College’s Magnetic Resonance screening protocol and fully understand the hazards of MRI.

I have viewed the safety video by the American College of Radiology and also went through the ACR’s Safety Screening Form and MRI Hazard Checklist.

Signed _______________________________

Date:______________
NORTH SHORE COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

STUDENT VOLUNTARY DECLARATION OF PREGNANCY FORM

I, the undersigned student in the North Shore Community College Radiologic Technology Program, have thoroughly read and do understand all of the provisions contained in the Voluntary Declared Pregnancy Policy for the NSCC Radiologic Technology Student, and hereby voluntarily declare my pregnancy status to the Program Administration.

My anticipated term/delivery date is: _____________________________

I have chosen option __________ from the Voluntary Declared Pregnancy Policy.

The program administration and faculty strongly advise that you discuss the technical standards associated with the RT program and how these physical activities may affect the progression of your pregnancy with your health care provider.

Name: ________________________________________________________________ (print clearly)

Signature: __________________________ Date signed _____________________
NSCC RT Student Reference Release Form

I grant permission for the Radiologic Technology faculty to serve as a reference for me and discuss my academic and clinical progression and standing with any clinical facility, professional organization,* or educational institution. Purpose(s) of the reference are:

(1) Application for employment.
(2) All forms of scholarships or honorary awards.
(3) Admission to another educational institution.

Further, I hold North Shore Community College and its officers, faculty, and staff harmless from any discussion of my academic and clinical progression and standing with clinical facilities, professional organizations, and educational institutions.

I understand that I have the right not to consent to the release of my academic and clinical progression and standing. I have the right to receive a copy of any written reference upon request. This consent shall remain in effect until revoked by me, in writing, and delivered to the Program Director, but that any such revocation shall not affect disclosures previously provided by the Radiography faculty prior to the receipt of any such written revocation.

Student’s Name: _______________________________________________________

Student’s Signature: _______________________________  Date:_____________
North Shore Community College  
Radiologic Technology Program  
Reference Letter Request Form

To: ________________________________________________ (Name of Faculty Member)

Student Name_________________________________________ Date____________________

I am requesting a written reference for the ________________________________________Scholarship.

The letter should be addressed to:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

References are given at the discretion of the program faculty. Please allow at least 2 weeks for a written reference.

The reference needs to be sent out by (date) _____________________

In addition to what I know about you from class, please write some information about your background that will help me to write your reference. Information may include jobs held, community service, outside obligations, and how the scholarship will help you financially while in school.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Program Length Extension Form

I recommend the Program Length Extension Option to __________________________ during Radiology Clinical Experience ______________ due to reasons of __________________________.

____________________________________________   ____________________________
Clinical Instructor            Date

I accept the Program Length Extension Option

____________________________________________   ____________________________
Student              Date

I approve the Program Length Extension Option for _______________________ during Radiology Clinical Experience ________________________________________.

________________________________________     ____________________________
Program Director            Date
Requests for Occupational Exposure Records Release Form  
North Shore Community College  
Radiologic Technology Program

In accordance with the NC Regulations for Protection Against Radiation 15 A NCAC 11.1638, Determination of Prior Occupational Dose, employers may request a report of your occupational exposure history while attending the Radiologic Technology Program at North Shore Community College

I, ________________________, hereby authorize North Shore Community College to release a report of my occupational exposure received while attending the Radiologic Technology Program.

Dates of Attendance __________________________ Program __________________

Signature ___________________________________ Date _____________________

Printed Name  _________________________________________________________

Address   _________________________________________________________

_________________________________________________________
NSCC Rad Tech Program Student Performance Evaluation

The objective of this form is to evaluate the student's clinical and interpersonal performance. It is used to document the student's strengths and weaknesses and should be used as a discussion point between the clinical instructor and the student.

Name of Student: ___________________________ Clinical Site: __________

The top box score is 5 points, the next tier is 3 points, and the bottom tier is 1 point. Bottom tier scores require an explanation as to why the bottom tier was selected.

SECTION I - Clinical Performance

1. Overall quality of work

☐ The overall quality of work is acceptable for the level of education.

☐ The overall quality of work is below expectations at this level of education. Improvements in the following areas are listed below.

☐ The overall quality of work is well below expectations at this level of education. The student's status in the program is in jeopardy. Immediate improvements in the following areas must be made.

2. The rate of progression at clinical

☐ The student is progressing at an acceptable rate for their level of education.

☐ The student is progressing slower than others with the same level of education.

☐ The student is showing signs of regression and is unable to keep up with others with the same level of education. Examples include:

3. Radiation Protection

☐ The student demonstrates an understanding of the importance of radiation protection. Makes every effort to protect themselves and others.

☐ The student demonstrates an understanding of radiation protection, but has attempted to perform an exam without using proper radiation protection.

☐ The student does not demonstrate an understanding or routinely forgets to use proper radiation protection during examinations.
4. The rate of productivity at clinical

☐ The student's productivity shows motivation and efficiency with the willingness to help co-workers.

☐ The student's productivity either shows efficiency or willingness to help co-workers, but could either be more efficient or more available to help others.

☐ The student's productivity is lower than most either from working inefficiently or unwilling to help co-workers with their work. Examples include:

5. Patient awareness skills

☐ The student always demonstrates awareness of the patient's comfort and safety.

☐ The student usually demonstrates awareness of the patient's comfort and safety.

☐ The student has neglected a patient's comfort and safety when performing a new exam or working in a stressful situations. Examples include:

6. Applying didactic concepts to clinical situations.

☐ The student shows the ability to apply didactic topics to the clinical setting on a consistent basis.

☐ The student has shown to sometimes apply didactic topics to the clinical setting. Occasionally unable to problem solve on their own.

☐ The student is usually unable to apply didactic topics to the clinical setting. They repeatedly need coaching or help from other to get a task completed. Examples include:

7. Organization of work

☐ The student demonstrates the ability to determine a logical order of their work on a consistent basis. Plans their work well.

☐ The student sometimes demonstrates the ability to determine a logical order of their work. Sometimes plans work well, but needs improvement.

☐ The student is usually unable to determine a logical order of their work. Work is often disorganized without a logical plan. Examples include:
8. The ability to follow directions
☐ The student demonstrates the ability to follow directions with accuracy.
☐ The student demonstrates the ability to follow directions after repeated coaching.
☐ The student does not demonstrate the ability to follow directions even after repeated coaching. Examples include:

9. Proper use the radiography equipment
☐ The student demonstrates the proper use of the radiography equipment at their level of education. They demonstrate the ability to use it correctly and efficiently.
☐ The student demonstrates the proper use of the radiography equipment at their level of education, but could show more efficiency when manipulating the equipment.
☐ The student does not demonstrate the proper use of the radiography equipment at their level of education. The student is unsure about proper manipulation of the equipment. Examples include:

10. Attention to room preparation and cleanliness
☐ The student consistently stocks the room in the morning. They keeps it clean throughout the day and prepares it for the next patient on a consistent basis.
☐ The student usually stocks the room in the morning. They usually keep it clean throughout the day and inconsistently prepare it for the next patient.
☐ The student needs reminding or is forgetful in stocking the room. They often forget to clean or prepare the room for the next patient unless directed to do so by someone.

SECTION II - Interpersonal Performance

1. Attitude and Cooperation
☐ The student demonstrates the willingness to help and work with all co-workers. Shows a positive attitude.
☐ The student demonstrates the willingness to help and work with some co-workers, but not all. May avoid working with some.
☐ The student is unwillingness to help and work with most co-workers. Requires constant direction to help others. Examples include:
2. Initiative and Energy

☐ The student does their assigned work and takes on added responsibility.

☐ The student does their assigned work, but avoids taking on more responsibility.

☐ The student displays lack of enthusiasm and requires constant direction to get any work done. Examples include:

3. Adhering to their assignment

☐ The student fully participates and engages in their assignment despite their level of competency. They help others, but only after their own assignments are completed.

☐ The student participates and engages in their assignment, but displays lack of interest in exams they are unfamiliar with. The student may have left their assigned room to help others before their exams were completed.

☐ The student at times needs to be reminded to stay in their assignment. The student appears disengaged or hesitant to participate in their assignment. The student will look for opportunities to work in another assigned area.

4. Attitude toward criticism

☐ Accepts criticism with a positive attitude and applies the lessons learned from it.

☐ Listens to criticism but acts defensive. Applies the lessons learned from it.

☐ Becomes confrontational to criticism or does not apply any lessons learned from it. Examples include:

5. Punctuality and Attendance

☐ The student is always punctual and ready to work at the designated start time. They follow program policy with regards to absences or tardiness.

☐ The student is usually punctual, but they neglected to follow program policy for notifying the clinical site. Or the student has lost points due to tardiness or absences, but followed program policy on notifying the clinical site.

☐ The student has shown a pattern of absenteeism or tardiness and has lost points off their grade because of it. Dates of tardiness and/or absences:
6. Perceived Image
☐ Appropriately displays confidence and capability.
☐ Occasionally lacks confidence in new or difficult situation.
☐ Lacks confidence and is easily intimidated or comes across as over confident inflating their capabilities. Examples include:

7. Adaptability and applying critical thinking
☐ The student demonstrates the ability to apply critical thinking and is able to adapt to new situations without complaint or a drop in performance.
☐ The student either demonstrates the ability to apply critical thinking and adapt to change, but displays a negative attitude. Or becomes flustered when trying to apply critical thinking and adaptations to change, but shows a positive and cooperative attitude.
☐ The student becomes flustered when applying critical thinking or adaptability to change and presents a negative attitude when it comes about. Examples include:

8. Communication Skills
☐ The student demonstrates the ability to communicate effectively and professionally. Shows a good command of medical terminology.
☐ The student sometimes struggles to effectively communicate with others or needs to improve their use of medical terminology.
☐ The student often needs to repeat themselves to others in order to be understood. The efficiency of the work declines because of their communication skills. Examples include:

9. Empathy and Respect
☐ The student treats all patients with compassion and concern. Treats all staff with respect.
☐ The student treats all patients with respect, but lacks empathy and compassion when working with some patients. Shows respect to most staff.
☐ The student has shown to be disrespectful or treated a patient with no compassion or concern. The student shows lack of respect for some staff members.
10. Appearance

☐ Consistently wears a clean and neat uniform. Meets the published dress code consistently. Always has their badge and markers.

☐ Consistently wears the required uniform, but neglects one of the published dress code requirements (no badge, no markers, chew gum, needs reminding to pull back hair, etc)

☐ Inconsistency with a clean or neat uniform. Often goes against the published dress code requirements. Examples include:

Summary
FIELD TRIP PERMISSION FORM

I, ______________________________________________________________, a student in the course
(student name)

________________________________________________, understand and agree that I am fully responsible for
the cost of any physical, emotional, or property injury resulting from my transportation, safe conduct to and from the
field trip and/or my participation in said activity scheduled for ____________________________ at

________________________________________ and thus, will in no way hold the College or faculty/staff
(date)                                    (site)

member responsible for any injuries and/or losses incurred during transit or while participating in any activities at
said facility during this on-site visit, including but not limited to medical and dental expenses incurred as a result of
my participation in this program; and, further, I agree to indemnify and hold harmless the said College against any
and all claims, damages and liabilities arising therefrom.

Student Signature:

____________________________________________________________________________

Date:  ____________________________

Parent’s consent if the student is under 18 years of age:

______________________________________________________________________________________
I have read and understood the policies and procedures of the Radiologic Technology Education Program of North Shore Community College as set forth in this document and agree to abide by them.

Signature ________________________________________________  
(Student)

Signature ________________________________________________  
(Parent or Guardian of student if below the age of 18)

Date _____________________________________________________