This booklet has been designed to give you 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. 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.

Please remember that we are always available for your questions and concerns. We wish you the best and want to help you in any way that we can.
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.

Christine E. Wiley, M.Ed, RT(R)(M)
Program Director, Radiologic Technology
North Shore Community College
1 Ferncroft Rd.
Danvers, MA 01923
(978) 762-4163

Christine E. Salvanelli, B.A., RT (R)
Clinical Coordinator, Radiologic Technology
North Shore Community College
1 Ferncroft Rd.
Danvers, MA 01923
(978) 762-4173

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

Deanne Hobba, B.S., RT (R)
Clinical Instructor, Radiologic Technology
Union Hospital
500 Lynnfield St.
Lynn, MA 01904
(781) 581-9200

Joseph Mansell, M.S.RT (R)
Clinical Instructor, Radiologic Technology
Addison Gilbert Hospital
298 Washington Street
Gloucester, MA 01930
(978)283-4000

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

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

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.

PURPOSE

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 laboratory for easy access.

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 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.

PROGRAM GOALS

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.

PROGRAM OUTCOMES

1. The average course and program completion rates meet or exceed the minimum requirements set forth by the JRCERT for program accreditation.
2. Graduates of the RT program meet or exceed the credentialing examination pass rate required by the JRCERT for program accreditation.
3. Graduates of the RT program meet or exceed the job placement rate required by the JRCERT for program accreditation.

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.
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
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 Math and Science
  Counselor, Student Support Center
  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

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, excessive absences from clinical education, excessive 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.

**COMMITTEE COMPOSITION**

College Personnel:  Program Director, Radiologic Technology  
Clinical Coordinator, Radiologic Technology  

Hospital Personnel:  Clinical Instructor, Hospital Affiliate of student

**STUDENT DUE PROCESS AND GRIEVANCE PROCEDURE**

All students in the Radiologic Technology Program may follow the North Shore Community College Due Process and Grievance Procedures which is found in the College Student Handbook. A copy of the College Student Handbook is on file in the Program Director's Office.

**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.

**POLICY CONCERNING SEXUAL HARASSMENT**

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.

POLICY RELATIVE TO STUDENTS WITH DISABILITIES
Academic accommodations are alternative courses of action, which will ensure that students with disabilities receive:

1) opportunities to participate in and meet the stated essential requirements of courses and programs for which they are otherwise qualified, and

2) evaluations which measure their levels of achievement of those essential requirements and are not impacted negatively by disability-related factors.

Academic accommodations are provided in a manner that does not compromise the academic standards of the course or program and is reasonable in light of the public nature of the community college setting.

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.
# 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>
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<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>
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<tr>
<td>Biology Requirement:</td>
<td><strong>Complete ONE of the following courses or testing options:</strong></td>
<td></td>
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<tr>
<td></td>
<td>- BIO103 with a grade of C or higher (no time limit) *see Additional Important Information section for details</td>
<td>Initial here after circling the option in the previous column by which you meet this requirement</td>
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<tr>
<td></td>
<td>- BIO101 or BIO105 with a grade of C or higher (no time limit)</td>
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<td></td>
<td>- TEAS version V only - Science section score of 50% or higher (no time limit)</td>
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<tr>
<td></td>
<td>- LPN Certificate (no time limit)</td>
<td></td>
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<td></td>
<td>- Bachelor of Science in Biological science (no time limit)</td>
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<td>- One of the following within the past 5 calendar years:</td>
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<td>- H.S Biology with a C or higher</td>
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<tr>
<td></td>
<td>- CLEP test with a score of 50 or higher</td>
<td></td>
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<tr>
<td></td>
<td>- AP Biology Test with a 3 or higher</td>
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<tr>
<td>Math Requirement</td>
<td>An applicant must demonstrate <strong>ONE</strong> of the following:</td>
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<tr>
<td></td>
<td>- Elementary Algebra 1 (MAT091) or a 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 another accredited College/University.</td>
<td>Initial:</td>
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<td>- A score of 49 or higher on the Algebra portion (CEAR) of the Computerized Placement Tests</td>
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<tr>
<td></td>
<td>- achieved a score of 510 or higher on the Math portion of the SAT (there is no time limit on the SAT)</td>
<td></td>
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<tr>
<td>TEAS Exam - version V</td>
<td>The TEAS V exam can be taken at NSCC, or another site approved by ATI Testing (Note: if not taken at NSCC, an applicant must pay an additional charge to ATI to have an official transcript sent to NSCC). 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>
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<td><strong>Minimum required scores for TEAS version V:</strong> Reading = 69%, Math = 70%, and Science = 50%</td>
<td></td>
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</table>

There are two study guides on reserve in the library on the Danvers and Lynn campus for version V or you can purchase your own. See the TEAS Policy and Procedure document in this packet for further information.
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<th>Admission Requirements Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSCC Application for Admission</td>
<td>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).</td>
<td>Initial:</td>
</tr>
<tr>
<td>Communications and Math Proficiency</td>
<td>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 <a href="http://www.northshore.edu/academics/basic_skills.html">http://www.northshore.edu/academics/basic_skills.html</a></td>
<td>Initial:</td>
</tr>
<tr>
<td>High school transcript or GED score report</td>
<td>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.</td>
<td>Initial and check: ____ submitted now with packet of application material. ____ previously submitted</td>
</tr>
<tr>
<td>Official transcripts from <strong>all</strong> Colleges/ Universities previously attended</td>
<td>You <strong>must submit</strong> 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. <strong>NOTE:</strong> 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.</td>
<td>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).</td>
</tr>
<tr>
<td>Questionnaire</td>
<td>The questionnaire is included in this packet. A word-processed questionnaire must be submitted for the year in which you are applying.</td>
<td>Initial:</td>
</tr>
<tr>
<td>Program’s Student Handbook</td>
<td>Read the Radiologic Technology Student Handbook in its entirety. This can be accessed in the Library or on the website: <a href="http://www.northshore.edu/academics/departments/nsg/announcements">http://www.northshore.edu/academics/departments/nsg/announcements</a></td>
<td>Initial:</td>
</tr>
</tbody>
</table>

**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).

**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 for Thursday, May 17, 2012.

2. **The program anticipates accepting approximately 17 students for Fall 2012.** 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. **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: BIO101 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); H.S 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 year, AP Biology Test with a 3 or higher within the last 5 calendar year. As of the Winter/Spring 2011 semester, another option to meet the pre-requisite to register for BIO103 will be a score of 50 or higher on the science section of the TEAS version V Entrance Exam.

4. 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 (SORI) check(s). Depending on the contents of student’s CORI(s) or SORI(s), participation in clinical, internship, or field placement course(s) may impact a student’s ability to complete program requirements.

5. **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”.

6. **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”.

7. **All students must document immunity** to measles, mumps, rubella, varicella and Hepatitis B via immunization or titer; document inoculation against diphtheria and tetanus within the last 10 years; and to provide evidence of a negative TST (Tuberculin Skin Test) within 6 months or one negative chest x-ray per OSHA/CDC requirements following a positive TST. Require students to be in compliance with the current OSHA requirements and standard precaution training. **If you are accepted a Health Packet will be mailed to you and must be thoroughly completed by your physician or nurse practitioner AS SOON AS POSSIBLE, but no later than July 16, 2012.** 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).

8. 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).

**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.

**RE-ADMISSION**

The following students (full- or part-time) must apply for re-admission prior to registration: students who have formally withdrawn from the College; students who have not been enrolled at the College within the previous five years; students who have graduated from the College; and students in selective admissions programs (Nurse Education, Physical Therapist Assistant, Occupational Therapy Assistant, Radiologic Technology, Respiratory Care, Early Childhood Education, Drug and Alcohol Rehabilitation, Substance Abuse Counseling) who have interrupted their sequence of professional courses. Students in Health Professions degree programs seeking re-admission must meet current admission requirements, and if re-admitted, are permitted only one re-admission to their program and on a space available basis.

**HEALTH FORM**

Any student accepted in the Radiologic Technology Program must submit a completed Health Form prior to enrolling in any professional courses. (Sample of Health Form on following pages.)

**HEALTH INSURANCE**

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

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.
DIVISION OF HEALTH PROFESSIONS

Health Evaluation Packet

Congratulations on your acceptance to a North Shore Community College Health Division Program. In order to enroll in your professional courses, you must return to the Division of Health Professions the attached Technical Standards Evaluation Form and the NSCC Health Professions Immunizations Form.

This packet must be completed and returned to the Division of Health Professions (Room DH318) as soon as possible, but no later than July 16, 2012.

Print your name: ________________________________ DOB: ___/___/____

The steps to complete this packet are as follows:

I. **Student must** arrange for an appointment so that your health care provider can complete:
   - [ ] NSCC Health Professions Immunization Form.
   - [ ] Tuberculin Skin Test (TST) Form on date specified below.

II. **Student must** obtain appropriate documentation that meet the requirements for the MANDATORY IMMUNIZATIONS AND TESTS for ALL of the following:
   - [ ] Two (2) doses of live MMR (Measles (Rubeola), Mumps, German Measles (Rubella))
   - [ ] One (1) dose of Tdap
   - [ ] Hepatitis B (series should be complete within seven (7) month time frame)
   - [ ] Chicken Pox (Varicella) (immunity demonstrated by positive blood titer or 2 immunizations)
   - [ ] Tuberculin Skin Test (TST) **(must be done in June or July 2012)**

III. **Student must** assume responsibility for reviewing and signing the Technical Standards Evaluation Form.

IV. **Student must** copy the completed packet and keep it for their records before submitting the original forms to the Health Professions Division.

V. **Student must** return this form along with the completed packet in the self-addressed envelope provided to you to NSCC, Division of Health Professions, One Ferncroft Road, Box 3340, Danvers, MA 01923-0840 as soon as possible, but no later than July 16, 2012.

The information contained in these forms will remain confidential and will only be released to authorized individuals involved with your clinical affiliation(s), field placement(s) and program accreditations. Your signature below serves as informed consent.

Please remember that completion and return of this packet showing that you are able to fully participate in all activities associated with your health profession program is a **condition of your continued enrollment** in the professional courses associated with that program.

Questions regarding the deadlines to return this packet should be directed to the Division of Health Professions. The telephone number is (978) 762-4160.

I have read, understand and agree to comply with the requirements needed to be in this program.

STUDENT SIGNATURE: ____________________________________________ DATE: __________

For College Use Only

Program of Study: Rad Tech Program
Date Received:
TECHNICAL STANDARDS FOR RADIOLOGIC TECHNOLOGY

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.

<table>
<thead>
<tr>
<th>PHYSICAL STANDARDS</th>
<th>Freq*</th>
</tr>
</thead>
<tbody>
<tr>
<td>STOOP: to lift radiographic imaging</td>
<td>C</td>
</tr>
<tr>
<td>plates and devices</td>
<td></td>
</tr>
<tr>
<td>KNEEL: to perform CPR; to assist</td>
<td>O</td>
</tr>
<tr>
<td>patients who may fall or faint</td>
<td></td>
</tr>
<tr>
<td>CROUCH: to place imaging plates in</td>
<td>O</td>
</tr>
<tr>
<td>the operating room setting</td>
<td></td>
</tr>
<tr>
<td>REACH: at least 6’ from floor to</td>
<td>C</td>
</tr>
<tr>
<td>overhead radiographic equipment</td>
<td></td>
</tr>
<tr>
<td>HANDLE: equipment such as overhead</td>
<td>C</td>
</tr>
<tr>
<td>tubes, portable machines, c-arm</td>
<td></td>
</tr>
<tr>
<td>units, control panel knobs and</td>
<td></td>
</tr>
<tr>
<td>buttons.</td>
<td></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 8 hours or assigned shift</td>
<td>C</td>
</tr>
<tr>
<td>WEAR: lead aprons, thyroid shields, masks, sterile gown, sterile gloves, and lead gloves</td>
<td>F</td>
</tr>
<tr>
<td>HEAR: verbal directions/requests from physicians, patients, instructors, coworkers.</td>
<td>C</td>
</tr>
<tr>
<td>blood pressure sounds through a stethoscope</td>
<td>O</td>
</tr>
<tr>
<td>speed of rotor to take exposure and termination sound</td>
<td>C</td>
</tr>
<tr>
<td>DATA ENTRY: Accurately and in English – Enter patient</td>
<td>C</td>
</tr>
<tr>
<td>PHYSICAL STANDARDS</td>
<td>Freq*</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>information, examinations and verifications.</td>
<td></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, policies, procedures, medications.</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>motionlessness and breath-holding of patient</td>
<td>C</td>
</tr>
<tr>
<td>SPEAK: to communicate clearly in English to staff, patients, physicians, and instructors.</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>

<table>
<thead>
<tr>
<th>MENTAL/ATTITUDINAL STANDARDS</th>
<th>Freq*</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, 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>Maintains confidentiality of patients, coworkers, hospital staff and fellow students.</td>
<td>C</td>
</tr>
<tr>
<td>Willing to comply with direction from instructors, technologists, and supervisors.</td>
<td>C</td>
</tr>
</tbody>
</table>

*Performance Level: O = occasionally 50-74%; F = frequently 75-89%; C = constantly 90-100%

Students MUST meet technical standards OR contact Student Support for information about The Americans With Disabilities Act.

I certify that I am able to perform the above Technical Standards and that the above information is true and correct. If, at any time, during my enrollment in the program, I am unable to meet the above performance requirements, I will immediately contact the Program Director for possible referral to Student Services.
Division of Health Professions
Tuberculin Skin Test [TST]

Tuberculin Skin Test (TST) is the standard method of determining whether a person has ever been exposed to the TB bacteria (Mycobacterium tuberculosis), your skin will react to the antigens at the injection site within 48-72 hours as a ‘negative’ or ‘positive’ result.

The TST is a requirement of your academic program and MUST be completed during the time interval specified on the cover letter of your Health Evaluation Packet. **You will have to repeat the TST if you have this test done too early.**

BCG vaccination against tuberculosis does NOT exclude you from having a tuberculin skin test. All students who have a ‘positive’ TST ( > 10 mm) skin induration must submit one negative chest x-ray report following the positive TST and complete the TB screening form. Students who have a history of skin-testing ‘positive’ do NOT have to repeat a TST but do need to complete the Tuberculin Screening form.

Return to: Division of Health Professions, North Shore Community College, 1 Ferncroft Rd, Box 3340, Danvers, MA 01923-0840

Name: ___________________________ Program of Study: __________________________

Date Administered: _____/_____/_____
M     D     Y

Date Read: _____/_____/_____(must be read within 48-72 hours of administration)
M     D     Y

**TST result MUST be recorded as actual millimeters (mm) of induration.**

Result: negative/0mm: __________ positive___________ ( >10 mm) induration

**All students who have a positive TST ( >10 mm ) must submit one negative chest x-ray following the positive TST and a complete TB Screening Form.**

Chest X-ray report: Date: _____/_____/_____ Result: ________________
M     D     Y

I certify that the above information is true and correct:

REQUIRED Healthcare Provider Signature ______________________________________ Date ________________

Medical Facility ____________________________________________________________

For College Use Only
Program of Study: Rad Tech Program
Date Received: __________________________
Tuberculosis (TB) Screening Form

Name: ___________________________________  Student N #: ______________

Program: _________________________________

Our records indicate that you have had a history of a positive Tuberculosis Skin Test. Please complete the **REQUIRED** information below and have your Healthcare Provider complete the bottom section of this form. Return to Health Professions address above.

<table>
<thead>
<tr>
<th>For student to complete:</th>
<th>□ yes</th>
<th>□ no</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have a cough that has lasted longer than 3 weeks?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you spit up or coughed up blood?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have any pain in your chest?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you had an ongoing fever?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you lost weight without trying?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you sweat at night?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has your voice been hoarse?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Question</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>----------</td>
<td>-----</td>
<td>----</td>
</tr>
<tr>
<td>Have you had a loss of appetite?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Are you more tired than usual and not able to do your regular activities?</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Student Signature**

**Date**

*For your healthcare provider to complete:*

- No action needed: __________________________
- Referred for Chest x-ray: ____ / ____ / ____
- Chest x-ray deferred (describe reason): __________________________
- Chest x-ray results __________________________

**Healthcare Provider signature:** __________________________  **Date:** ____

*For College Use Only*

**Program of Study:** Rad Tech Program

**Date Received:** ________________
COST OF ATTENDING

Tuition fee per credit........................................ $ 162.00

Semester Student Insurance Fee
  (waivable upon proof of coverage)........... $ 635.00 (waivable with proof of own insurance)
MASSPIRG.................................................... $    9.00 per term (waivable)
Malpractice Insurance................................. $ 14.50/yr (nonrefundable)
Uniforms (approximately).............................. $130.00/2 yrs
Books (approximately)................................... $1000.00/2 yrs
RADIATION MONITORING DEVICE............. $ 100.00/yr. (nonrefundable)

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.

ADVANCED STANDING

Students that have certification from the National Registry Board may apply to the Center for Alternative Studies for the Advanced Credit Application to obtain an Associate of Science Degree in Radiologic Technology at North Shore Community College.

STUDENTS RECORDS

The College keeps official, permanent records on all students. These records and each student's rights are protected by the Family Education Rights and Privacy Act of 1974, and by the regulations issued by the U.S. Department of Health, Education and Welfare and by College policy. The rights of each student include the inspection and review of records, safeguards concerning disclosure, and the right to file complaints with the FERPA Office.

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.
## GRADING SYSTEM

The faculty will award the following grades to students.

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>63-66</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
<td>60-62</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Below 60</td>
</tr>
</tbody>
</table>

**F** - No credit due to failure to meet course requirements

**P** - Awarded to pre-determined and designated Pass-Fail courses

**AU** - Audit grade; no credit issued

**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.

**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.

**K** - Non-completion of a Division of Continuing Education and Community Services non-credit course.

## 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**.
PROGRAM GUIDELINES

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. Sophomore students are required to spend designated amount of days depending on the school calendar at their clinical affiliate during January Intersession and will be required to sign up in advance for the days they will be attending. The hours of clinical attendance are 7:30 a.m. until 4:00 p.m.

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.

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
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 4 cr
Radiographic Anat/Positioning Lab I 1 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 4 cr
Radiographic Anat/Positioning Lab II 1 cr
RAD Science 3 cr

Radiography Summer Clinical I 3 cr
Pharmacology 2 cr

SECOND YEAR, FIRST SEMESTER
CT and Cross-Sectional Anatomy 3 cr
Principles of Rad Technology III 3 cr
Radiography Clinical Experience III 5 cr
Radiographic Anat/Positioning Lab III 1 cr
Fundamentals of Computer Concepts 3 cr

January Intersession Practicum

SECOND YEAR, SECOND SEMESTER
CR, DR and PACs 3 cr
Principles of Rad Tech IV 3 cr
Radiography Clinical Experience IV 5 cr
Radiographic Anat/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.
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 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.

CLINICAL ATTENDANCE

Students will be allowed two excused absences per semester that cannot be carried over from semester to semester. Any absence over two will result in 5 points deducted from the final grade for each absence that exceeds two per semester. Freshmen students will be allowed three excused absences during the Spring semester only.

Extended absence due to illness shall require verification from the student's physician. The Program Director and Clinical Coordinator will meet with the Student and his/her Clinical Instructor to assess the student's ability to continue in the Program.

EXCUSED ABSENCE

An excused absence is defined as the following:

Students are ill and won't be attending their clinical assignment, they must call in to the department by 7:30 am on the day they will be absent and speak directly to their clinical instructor or designee.

UNEXCUSED ABSENCE

An unexcused absence is defined as the following:

A student misses an entire clinical day without either prior approval from the clinical instructor or without following the guidelines for the excused absence policy.

Upon the first unexcused absence 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.

EXTENDED ABSENCE AT CLINICAL DUE TO ILLNESS

Students experiencing an extended illness shall require verification from an attending health care provider before returning to their clinical site. Upon such verification, students will be considered absent on the first day of the extended illness only provided that the student did not return to clinical during the time between the absences. 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 is given for the semester.

CLINICAL ABSENCE DUE TO INJURY

Absences due to injury shall require verification from the student’s health care provider. The student will be required to have his/her technical standards form resigned by the appropriate medical personnel stating they may attend clinical without restriction before they may return to their clinical affiliate.

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 is given for the semester.
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.

Revised 04/2011
PERSONAL DAYS
Radiologic Technology students will be allowed three (3) personal days which may be used during the twenty-one (21) months of their clinical education training. Requests for personal days must be submitted in writing to the Clinical Instructor at least one week in advance of the day requested. Personal time may not be used in place of time owed for "make-up". Students will not be allowed to take personal time off on the last clinical week of any semester.

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, pagers and beepers.

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.

TARDINESS POLICY
Students arriving to their clinical affiliate hospital any time after 7:30 am but before 8:30 am will be considered tardy. Five 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 will be considered absent.

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.

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.

HAND HYGIENE POLICY

Students enrolled in the Radiologic Technology Program at North Shore Community College must abide by the following Hand Hygiene Policy.

- Students will not wear artificial fingernails or extenders.
- Artificial nails are defined as any material applied to the nail to strengthen (excluding clear liquid nail hardener) or lengthen the nails including but not limited to wraps, acrylics, tips, tapes, or bonding.
- Students will not wear nail jewelry or any appliqués other than those made of nail polish.
- Natural nails must be clean and should be no longer than ¼ inch long.
- If nail polish is worn, it should not be cracked, chipped or scratched.

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: 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.

**EXAM GRADES**
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 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.

Corrected exams will be held in the Program Director's and Clinical Coordinator's offices and are available with the instructors permission for students to access while in the building only.

**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.

**DOCUMENTATION OF CLINICAL TIME**
All students are required to document their clinical time. This documentation is achieved by signing in and out on time sheets supplied by the individual clinical. Students must follow procedure regarding time cards and/or signing in and out on a daily basis. Undocumented clinical education time will be counted as an absence. Students can only sign themselves in or out. Students signing in/out for another student will be immediately suspended from the program.

**MONTHLY LOG SHEETS**
Students must turn in their monthly log sheets on the first week of each month. Failure to do so will result in a deduction of three (3) points off the student's final grade for the semester.

**CLINICAL COMPETENCY REQUIREMENT SHEETS**
Students are required to maintain their Clinical Competency Requirement Sheet for the length of the program. Patient age must be included on the sheet or 3 points will be deducted from the grade. This sheet must be signed by the Program Director in order for the student to qualify for the ARRT examination.

**HOLDING PATIENTS FOR AN EXAMINATION**
A student radiographer MUST NEVER hold a patient for any radiographic examination under any circumstances.

**IDENTIFICATION**
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.
FILM MARKERS
Students are required to have radiographic film markers in the 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.

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 FILM BADGES.

Film badge 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 5 rem (50 msu) 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 film badges at all times when at their clinical affiliate and while using the Radiology Energized lab. The film badge is to be worn on the trunk portion of the student's body, preferably on your collar 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 film badges from the Clinical Coordinator. It is absolutely imperative that badges 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 badges are to be kept at the clinical site and assigned laboratory badges are to be kept at the College

PROFESSIONAL LIABILITY INSURANCE (MALPRACTICE)
All students must show evidence of maintaining liability insurance before being allowed in any clinical education course.

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.

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.

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

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 (APPENDIX D) and in the ARRT Standards of Ethics (APPENDIX E).

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. 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.

**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.

**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.
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.

National & State Professional Agencies

Joint Review Committee on Education in Radiologic Technology (JRC/ERT): 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 JRC/ERT 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.
STANDARDS FOR AN ACCREDITATED EDUCATIONAL PROGRAM IN RADIOLOGIC SCIENTIES

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.
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)
VOLUNTARY DECLARED PREGNANCY POLICY FOR THE NSCC RADIOLOGIC TECHNOLOGY STUDENT

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

Name________________________________________ (print clearly)

Signature____________________________________ Date signed_________________
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 ________________________
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 number of deaths (above those occurring from natural causes) was found to be 0.6 death per thousand children (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).

2. 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 mounts 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).
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 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.

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.
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, laboratory, or clinical setting, 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.**
NORTH SHORE COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
DISCIPLINARY ACTION FORM

STUDENT: ________________________________________________________________

DATE OF INCIDENT: _______________________________________________________

DATE OF CONFERENCE: ____________________________________________________

REASON FOR CONFERENCE: _______________________________________________

(   ) Unethical conduct  (   ) Uncooperative attitude
(   ) Daily or monthly log infraction  (   ) Failure to follow instructions
(   ) Anatomical/ID markers infraction  (   ) Radiation monitoring device infraction
(   ) Uniform regulations infraction  (   ) Timecard infraction
(   ) Other, specify ______________________________________________________

INCIDENT (be specific; include dates; times, etc.)
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

I have seen the statement of the incident. I have discussed this matter with the instructor. My signature represents this discussion.

Note: 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.

Signature of Student ___________________________  Signature of Instructor ___________________________
Date ___________________________  Date ___________________________

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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 X 5470.

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, X 6614.

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 on line 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.
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.

CONFERENCE FORMS

Conference forms will be used to document conversations with students and instructors.

RANDOM COMPETENCY WORKBOOK

Pages are numbered and may not be removed from the student’s workbook. If a mistake is made on a page the page must be voided and signed by the clinical instructor.

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.

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.

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.

**Procedure Utilized For Student Changes In 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.
NORTH SHORE COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
CONFERENCE FORM

Student Name __________________________________________ Date _____________

Clinical Site ___________________________________________________________

Reason for conference

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

I have discussed this matter with my instructor and my signature represents this discussion.

Student signature __________________________ Date ______________

Instructor signature __________________________ Date ______________
INTERPERSONAL RELATIONS EVALUATIONS
Students are evaluated on their academic skills, clinical skills, and their professionalism. The Interpersonal Relations Evaluation makes up 1/3 of the clinical grade.

North Shore Community College
Radiologic Technology Program

Student Name _____________________________ Evaluation Period: from ________
Clinical: _________________________________ to ________
Assigned Room/Area: ______________________

Performance/Interpersonal Evaluation

RT FRESHMEN

Objective: To evaluate the student’s clinical and interpersonal performance and indicate strengths and weaknesses to the student.

Directions: Place a check mark on the space provided, to the left of the statement, which best indicates the student’s performance for the evaluation period designated.

I. Performance
   1. Quality of Work
      ___Work is generally acceptable for level of education
      ___Work is seldom acceptable; needs constant correction.

   2. Concern for the Patient
      ___Always attentive to patient’s condition and needs; demonstrates concern for patient’s safety.
      ___Generally attentive to patient’s comfort and safety.
      ___Inconsistently attentive to patient’s comfort and safety.
      ___Unaware of patient’s needs; inattentive to patient’s safety and comfort.

   3. Application of Knowledge
      ___Usually able to apply knowledge; occasionally unable to problem solve
      ___Always uses knowledge well; able to apply didactic topics to clinical setting.
      ___Repeatedly needs coaching/reminding of skill/task previously instructed on.

   4. Organization of Work
      ___Able to determine logical work order, plans time and works well.
      ___Organized most of the time, but needs improvement
      ___Rarely organized; needs major improvement.

   5. Ability to Follow Directions
      ___Occasionally makes mistakes in following directions.
      ___Follows directions with accuracy.
      ___Does not follow directions.
      ___Initially follows directions but does not retain.
6. **Perseverance**
- Easily distracted from task or instructions; loss of focus.
- Dedicated; strives to make each encounter a learning experience.
- Follows through on most tasks in a consistent manner.
- Inconsistent effort given to completing tasks or following instructions.

7. **Progress**
- Progressing at a rate higher than expected.
- Progressing at an acceptable rate.
- Rate of progression needs improvement.
- Regression; loss of clinical skills.

8. **Productivity**
- Completes work in a reasonable amount of time for level of training.
- Requires more time than desired for completing assigned tasks.
- Does not complete tasks.

9. **Use and Care of Equipment**
- Careful with equipment, but needs to be more efficient with equipment manipulation.
- Very careful with all equipment and displays knowledge of its correct use.
- Inattentive and careless while using equipment.
- Ongoing inconsistency in proper equipment manipulation.

10. **Cleanliness/Readiness of Assigned Area**
- Does not clean or stock assigned area.
- Sometimes cleans and stocks work area when not busy.
- Always keeps assigned area well stocked and clean.
- Often does not clean or stock the work area unless prodded.

11. **Radiation Protection**
- Makes every effort to adequately protect self and others.
- Needs improvement protecting self and others.
- Uses protective devices, but does not wear film badge at designated location.
- Actions could be detrimental to self or others.

II. **Interpersonal Evaluations**

1. **Attitude and Cooperation**
- Works well with others; shows positive attitude and cooperation.
- Has difficulty working with others; sometimes argumentative.
- Casual attitude, sometimes indifferent; lacking professionalism.
2. Initiative and Energy
___Does assigned work, but does not seek added responsibility.
___Does assigned work and takes on added responsibilities.
___Puts forth minimal effort and avoids additional responsibility.
___Is unaware of the availability of appropriate tasks; misses opportunities to learn.

3. Attitude Towards Criticism
___Benefits from criticism through application of suggestions and comments.
___Accepts criticism well, but does not apply suggestions.
___Does not accept criticism well.
___Indifferent to comments.

4. Punctuality and Attendance
___Occasionally late returning from breaks or lunch
___Always punctual; ready to work.
___Not prepared to begin work at the designated time.
___Fails to follow attendance policy as published in policy and procedures manual.

5. Perceived Image
___Overconfident.
___Appropriately confident and capable.
___Does not display confidence; easily intimidated.
___Occasionally lacks confidence in routine situations.

6. Appearance
___Meets published dress code completely and consistently.
___Meets basic uniform but lacks items such as name or student badge, markers, etc.
___Meets basic uniform, but lacks aesthetics (wrinkled, stained, clothing; unwashed hair, hands)
___Does not meet dress code as published in policy manual.

7. Adaptability
___Rebels against change
___Adjusts readily to changes without complaint; is able to adapt assignments.
___Usually adapts to variations with minimal disruption.
___Unable to adjust to changes.

8. Communication Skills
___Unable to communicate effectively/professionally.
___Is generally able to communicate effectively/professionally.
___Routinely uses effective/professional, verbal, non-verbal and written communication skills.
___Continued improvement in verbal; nonverbal and/or written communication skills is needed.

Comments:

Evaluator's Signature: ________________________________ Raw Score: _____/270

Student's Signature: ________________________________ Percentile Score: ______

Clinical Instructor's Signature: ______________________ Date: _______________
### NSCC RT FRESHMAN
#### PERFORMANCE EVALUATION RUBRIC

**Performance Evaluations**

<table>
<thead>
<tr>
<th>Category</th>
<th>Max</th>
<th>Min</th>
<th>Points</th>
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<tr>
<td>Concern for Patient</td>
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</tr>
<tr>
<td>Application of Knowledge</td>
<td>10</td>
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<tr>
<td>Organization of Work</td>
<td>15</td>
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<tr>
<td>Ability to Follow Directions</td>
<td>15</td>
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<tr>
<td>Perseverance</td>
<td>5</td>
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<tr>
<td>Progress</td>
<td>15</td>
<td>0</td>
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<tr>
<td>Productivity</td>
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<td></td>
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<tr>
<td>Use &amp; Care of Equipment</td>
<td>5</td>
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<td>Cleanliness/Readiness of Assigned Area</td>
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<tr>
<td>Radiation Protection</td>
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**Total Points Possible:** 270

**Interpersonal Evaluations**

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<th>Category</th>
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**Total Points Possible:** 270
North Shore Community College
Radiologic Technology Program

Student Name ____________________ Evaluation Period: from ________
Clinical: _________________________ to ________
Assigned Room/Area: ______________________

Performance/Interpersonal Evaluation
RT SOPHOMORE

Objective: To evaluate the student’s clinical and interpersonal performance and indicate strengths and weaknesses to the student.
Directions: Place a check mark on the space provided, to the left of the statement, which best indicates the student’s performance for the evaluation period designated.

I. Performance

1. Quality of Work
   ___ Work is generally acceptable for level of education
   ___ Work is seldom acceptable; needs constant correction.
   ___ Produces consistently acceptable and thorough work

2. Concern for the Patient
   ___ Indifferent to patient’s condition and needs.
   ___ Always attentive to patient’s conditions and needs.
   ___ Usually concerned for patient’s welfare.
   ___ Unconcerned for patient; actions may jeopardize patient’s welfare.

3. Application of Knowledge
   ___ Usually able to apply knowledge; occasionally unable to problem solve
   ___ Always uses knowledge well; able to problem solve.
   ___ Seldom able to apply didactic knowledge to clinical environment.

4. Organization of Work
   ___ Able to determine logical work order, plans time and works well.
   ___ Organized most of the time, but needs improvement
   ___ Rarely organized; needs major improvement.

5. Ability to Follow Directions
   ___ Occasionally makes mistakes in following directions.
   ___ Follows directions without error.
   ___ Does not follow directions.
   ___ Initially follows directions but does not retain.

6. Radiation Protection
   ___ Makes every effort to adequately protect self and others
   ___ Needs improvement protecting self and others.
   ___ Uses protective devices, but does not wear film badge at designated location.
   ___ Actions could be detrimental to self and/or others
7. Progress
____ Progressing at a rate higher than expected.
____ Progressing at an acceptable rate.
____ Progress is slower then expected.
____ Regression; loss of clinical skills.

8. Productivity
____ Completes work in a reasonable amount of time.
____ Requires more time than desired for completing assigned tasks.
____ Consistently completes work in an efficient, timely manner

9. Use of Equipment
____ Careful with equipment, but needs improvement with equipment manipulation.
____ Very careful with all equipment and displays knowledge of it’s correct use.
____ Inattentive and careless while using equipment.

10. Care of Equipment
____ Aware of safe equipment operation and recognizes malfunctions, but does not report.
____ Unaware of safe equipment operation and does not report malfunctions.
____ Unaware of safe equipment operation, but does report malfunctions
____ Understands safe equipment operation, recognizes and reports malfunctions.

11. Cleanliness/Readiness of Assigned Area
____ Does not clean or stock assigned area.
____ Cleans and stocks work area when not busy.
____ Always keeps assigned area well stocked and clean.
____ Needs reminding to clean or stock the assigned area.

II. Interpersonal Evaluations

1. Attitude and Cooperation
____ Works well with others; shows positive attitude and cooperation.
____ Has difficulty working with others; sometimes argumentative.
____ Casual attitude, sometimes indifferent, lacking professionalism.

2. Attention and Effort
____ Unaware of surrounding activities; is easily distracted
____ Always aware of surroundings and makes each encounter a learning experience.
____ Usually aware of surroundings.
____ Lacks interest; indifferent to activities going on.

3. Initiative and Energy
____ Does assigned work only, needs to improve initiative.
____ Recognizes what needs to be done and makes effort to complete these tasks; hard worker.
____ Avoids work.
____ Takes some initiative, but occasionally needs to be prodded along.

4. Communication Skills
____ Does not communicate effectively.
____ Routinely uses effective verbal, nonverbal and written communication skills.
____ Needs improvement in verbal; nonverbal and/or written communication skills

5. Attitude Towards Criticism
____ Benefits from criticism through application of suggestions and comments.
____ Accepts criticism well, but does not apply suggestions.
____ Does not accept criticism well.
____ Indifferent to comments regarding improvement
6. Adaptability
   ___ Rebels against change.
   ___ Adjusts readily to changes without complaint; is able to adapt assignments.
   ___ Usually adapts to variations with minimal disruption.
   ___ Unable to adjust to changes.

7. Punctuality and Attendance
   ___ Occasionally late returning from breaks or lunch.
   ___ Always punctual; ready to work.
   ___ Not prepared to begin work at the designated time.
   ___ Fails to follow attendance policy as published in student handbook.

8. Perceived Image
   ___ Overconfident.
   ___ Appropriately confident and capable.
   ___ Does not display confidence.
   ___ Perceived as capable.

9. Appearance
   ___ Meets published dress code completely and consistently.
   ___ Meets basic uniform but lacks items such as name or student badge, markers, etc.
   ___ Meets basic uniform, but lacks aesthetics (wrinkled, stained, clothing; unwashed hair, hands).
   ___ Does not meet dress code as published in policy manual.

Comments:

Evaluator's Signature: __________________________  Raw Score: ______/264
Student's Signature: ___________________________  Percentile Score: ______

Clinical Instructor's Signature: _____________________  Date: ________________
## NSCC RT SOPHMORES
### PERFORMANCE EVALUATION RUBRIC

#### Performance Evaluations

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<th>Category</th>
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#### Interpersonal Evaluations

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**Total Points Possible:** 264
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
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
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.

Union Hospital  
500 Lynnfield Street  
Lynn, MA 01904  
Clinical Instructor: Deanne Hobba

Beverly Hospital at Danvers  
480 Maple Street  
Danvers, MA 01923  
Clinical Instructor: Sandy Normand

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

Salem Hospital  
81 Highland Ave.  
Salem, MA 01970  
Clinical Instructor: Marilyn Brouillet

Addison Gilbert Hospital  
298 Washington Street  
Gloucester, MA 01930  
Clinical Instructor: Joseph Manell

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.
North Shore Community College
Radiologic Technology
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 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.
   • 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:
     o 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 180 mrem* 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.
     o 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.

**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 the clinical education center.
- Name tags must be worn to identify you as an Intern Radiographer.
- Radiation Dosimetry Badges must be worn at all times at the clinical education center.
- 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.
- All tattoos must be kept covered at the clinical education site.

**GENERAL GUIDELINES AT CLINICAL**

You must never hold a patient during an exposure.

Plastic gloves are to be worn when performing examinations that deal with bodily excrements (urine, stools, blood, vomit, etc.). Safety goggles must be worn. Long sleeves and water resistant clothing must be worn while performing procedures where body fluids may splash onto the student's arms.

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 no later than 7:30 am, straighten out the room if necessary and stock the room with the needed supplies.

Students may not release a patient from the Radiology Department until they have permission from a R.T.® to do so.
FIELD TRIP PERMISSION FORM

Students are required to fill out a Field Trip Permission form in order to participate in off-campus events (see following page).

NORTH SHORE COMMUNITY COLLEGE
(referred to as “College” below)

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

__________________________________________________________________________________________________________________________________________

date                      site

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 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:

____________________________________________________________________________________________
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.

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. An example of the competency requirements is included in this handbook.

CLINICAL WAIVER FORM

Students are required to fill out a Clinical Waiver Form in order to participate in their clinical assignment.

REFERENCE LETTER REQUEST FORM

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.
NORTH SHORE COMMUNITY COLLEGE
(referred to as “College” below)

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

Date: ____________________

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

__________________________________________
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.
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A MINIMUM OF 80 RADIOLOGIC EXAM COMPETENCIES MUST BE PERFORMED FOR PROGRAM COMPLETION

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15 Competencies Must Be Completed

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All remaining Competencies Must Be Completed

10 Random Competencies for Continued Proficiency Must Be Completed

10 Random Competencies for Continued Proficiency Must Be Completed

10 Random Competencies for Continued Proficiency Must Be Completed
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<td>The applicant has demonstrated the competency requirements as identified in the Radiography Clinical Competency Requirements document.</td>
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COURSE CONTENT

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 radiologic technology including the production of the radiographic image, explanation and application of exposure factors; integration of the photographic and geometric properties of radiographic image quality. Also includes an introduction to radiation safety; the effects of body habitus on image quality as well as mathematics pertinent to exposure factors.

COURSE CONTENT:

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

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, tomography and the use of contrast media.

COURSE CONTENT:

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

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 Digital Fluoroscopy, Digital Radiography and Special Procedures
Unit IV Computers in Medical Imaging

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

Students must submit test scores from two computerized AART exams.

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: Digital Radiography and PACS
COURSE NUMBER: RAD
CREDIT HOURS: 3

CATALOG DESCRIPTION:
This is an advanced and comprehensive course covering Computed Radiography, Digital Radiography and PACS. The student will review conventional imaging, computer concepts, networking and computer hardware. The course will introduce cassette-based and cassette-less digital imaging. The course will cover in detail image acquisition, image processing, image analysis, image storing including PACS, and quality assurance.

COURSE CONTENT:

Unit I Introduction to DR and PACS
Unit II Basic Computer Principles
Unit III Digital Radiograph Image Acquisition and Processing
Unit IV PACS – fundamentals, archiving and copying
Unit V Quality Control and Quality Management
PROGRAM: Radiologic Technology Education
COURSE NAME: Radiographic Anatomy & Positioning Lab I
COURSE NUMBER: RAD 131
CREDIT HOURS: 1

CATALOG DESCRIPTION:
Covers Patient Care Procedures, anatomy and positioning of the respiratory system, the upper limbs, feet and ankles, and the shoulder girdle.

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:
Covers the anatomy and positioning of the following body parts: digestive and biliary systems, urinary system, lower limbs, bony thorax, pelvis and hips, and 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: 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. Students will become familiar with mammographic anatomy and positioning.

COURSE CONTENT:
Unit I Mammography
Unit II Cranium and Facial Bones
PROGRAM: Radiologic Technology Education
COURSE NAME: CT and Cross-Sectional Anatomy
COURSE NUMBER: RAD
CREDIT HOURS: 3

CATALOG DESCRIPTION:
This course is designed to provide entry level radiography students with principles related to computed Tomography (CT) imaging. The course will also provide information on cross sectional anatomy of the head and neck, along with the organs and the vessels of the thorax and abdomen.

COURSE CONTENT:
Unit I: Computed Tomography  
Unit II: Thorax  
Unit III: Abdomen  
Unit IV: Neck  
Unit V: Cranium/Facial Bones  
Unit VI: Brain

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, and sialography.

COURSE CONTENT:
Unit I: Vascular Studies  
Unit II: Sialography  
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: 4

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:
Unit I: Orientation/Medical Terminology  
Unit II: Medical Legal Ethics  
Unit III: Front desk and Image processing and File Room  
Unit IV: Fluoroscopy and preparation  
Unit V: Chest positioning  
Unit VI: Abdomen positioning  
Unit VII: Positioning of the hands, wrists, feet and ankles  
Unit VIII: Forearm, elbow and humerus
PROGRAM: Radiologic Technology Education
COURSE NAME: Radiography Clinical Experience II
COURSE NUMBER: RAD 112
CREDIT HOURS: 4

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:
Unit I  Upper and Lower Gastrointestinal positioning
Unit II  Intravenous Urography
Unit III  Shoulder Girdle
Unit IV  Lower Leg, Knee, Femur
Unit V  Pelvis and hips

PROGRAM: Radiologic Technology Education
COURSE NAME: Radiography Summer Clinical Experience
COURSE NUMBER: RAD 113
CREDIT HOURS: 3

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:
Unit I  Performance evaluations not completed during the Spring Semester
Unit II  Bony Thorax
Unit III  Vertebral Column
Unit IV  Portable Radiography and Operating Room Technology
Unit V  Myelography, Venography, Arthrography, Hysterosalpingography & ERCP
Unit VI  Long bone measurement and bone age surveys
Unit VII  Pediatric Rotation
Unit VIII  Pathology

PROGRAM: Radiologic Technology Education
COURSE NAME: Radiography Clinical Experience III
COURSE NUMBER: RAD 211
CREDIT HOURS: 5

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:
Unit I  Skull and facial bones
Unit II  Rotation through CT Scanning
PROGRAM: Radiologic Technology Education
COURSE NAME: Radiography Clinical Experience IV
COURSE NUMBER: RAD 212
CREDIT HOURS: 5

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:

- **Unit I** Special Procedures
- **Unit II** Magnetic Resonance Imaging
- **Unit III** Cardiac Catheterization Rotation
- **Unit IV** Skull positions not completed during the Fall Semester
  - A. mandible
  - B. zygoma
  - C. orbits
  - D. TMJ's
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 _____________________________________________________