Radiologic Technology Program

Student Handbook

2021-2022
WELCOME TO THE NORTH SHORE COMMUNITY COLLEGE

RADIOLOGIC TECHNOLOGY PROGRAM

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

Please remember that we are always available to address your questions and concerns. We hope your experience with us is both educational and rewarding. You have chosen a wonderful profession and we will strive to help you become the best Radiologic Technologist that you can be.
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Section 1

Program Introduction and Accreditation
INTRODUCTION TO THE NSCC RADIOLOGIC TECHNOLOGY PROGRAM
The program in Radiologic Technology at North Shore Community College is a fully accredited program 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” set by the JRCERT. The curriculum provides a student radiographer with the necessary skills to perform as an entry level radiographer and to sit for the National Registry (ARRT) examination to become a registered radiographer RT®-Registered Technologist in Radiography. Successful completion of the ARRT examination qualifies the RT® to apply for the Massachusetts state license in Diagnostic Radiography.

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.

WHAT RADIOLOGIC TECHNOLOGISTS DO
Most radiologic technologists enter the profession as radiographers. Radiologic Technologists capture images of patients’ internal organs, soft tissues, and bones using X-ray equipment. They also might assist radiologists with a range of procedures, such as fluoroscopic imaging or gastrointestinal exams that require the use of contrast media.

A career as a radiographer is challenging and rewarding. Radiologic Technologists are an important part of a medical team that diagnoses and treats patients who have a range of diseases and injuries.

WHAT THE WORKDAY IS LIKE
Like other medical professionals, you’ll promote safety and provide the highest level of patient care as you complete your daily work. You’ll probably work in a hospital, physician’s office, or outpatient care center. In most cases, you’ll split your work between technological tasks and interactions with patients. You’ll probably see individual patients once or rarely. You’ll welcome people you haven’t met and quickly put their concerns at ease. No matter your specialty, you’ll be an important part of a medical team. Your work will help uncover health problems and could ultimately save lives. You’ll be active throughout your working hours, and no two days will be the same.

From [www.ARRT.org](http://www.ARRT.org)

PROGRAM MISSION, GOALS, STUDENT LEARNING OUTCOMES AND ACCREDITATION INFORMATION

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 lifelong learning that cultivates professional growth, competence, and scholarship.

PROGRAM GOALS
To realize this mission, the following Program Goals have been established:
1. Students will demonstrate clinical competence
2. Students will employ effective communication skills
3. Students will apply critical thinking skills
4. Students will practice professionalism
STUDENT LEARNING OUTCOMES
The RT program has established the following Student Learning Outcomes as part of the program goals:

For Goal #1- Students will demonstrate clinical competence.
1. Students will position patients properly.
2. Students will apply radiation safety and follow ALARA standards.
3. Students will demonstrate proper use of all radiology equipment.

For Goal #2- Students will employ effective communication skills.
1. Students will effectively communicate in a clinical setting.
2. Students will effectively communicate within an academic setting.

For Goal #3- Students will apply critical thinking skills.
1. Students will demonstrate the ability to perform non-routine radiographic exams.
2. Students will demonstrate the ability to determine acceptable diagnostic images.

For Goals #4- Students will practice professionalism
1. Students will exhibit professional behavior.
2. Students will provide quality patient care and comfort.

COLLEGE MISSION STATEMENT
North Shore Community College is a diverse, caring, inclusive community that inspires our students to become engaged citizens and to achieve their personal, academic, and career goals through accessible, affordable, rigorous educational opportunities that are aligned with our region's workforce needs and will prepare them for life in a changing world.

COLLEGE VISION STATEMENT
North Shore Community College is a beacon of hope and opportunity for those who learn, live and work on Massachusetts North Shore. The College creates responsive partnerships and collaborations to make a positive difference for residents. By providing an educated and innovative workforce, North Shore Community College contributes to the economic vitality and resiliency of the Commonwealth.

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.

COLLEGE VALUES
The Faculty and Staff at North Shore Community College exemplify the highest academic and institutional integrity through our commitment to:

Access and Opportunity. We provide access to quality higher education by offering clear and flexible pathways to academic success for the diverse populations we serve.

Respect and Inclusion. We seek to create a respectful, welcoming, and appreciative learning environment in which each person and every group belongs, is accepted, has value, and actively contributes.

Educational Excellence and Innovation. We embrace the highest standards in developing dynamic learning environments through excellent faculty and staff, academic freedom, innovative teaching methods, quality facilities, and engaging technologies.

Student Learning and Success. We are devoted to maximizing our students ability to learn and achieve academic, personal, and professional success through appropriate support and services.

Purposeful Life and Global Citizenship. We are dedicated to empowering students to become lifelong learners and engaged citizens, to understanding the global landscape, and to equipping them for transformative careers.

Social Responsibility and Justice. We are committed to developing productive, collaborative relationships within the college and among our various constituencies so that we may serve to improve the quality of lives in the North Shore communities.
Sustainability and Resourcefulness. We uphold our heritage for tenacity, sustainability, responsible stewardship and equitable distribution of our resources.

PROGRAM EFFECTIVENESS DATA as of 2021

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Percent passing on first attempt</th>
<th>Number of students who took the exam within 6 months of graduation</th>
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<tr>
<td>2016</td>
<td>100%</td>
<td>12/12</td>
</tr>
<tr>
<td>2017</td>
<td>88%</td>
<td>14/16</td>
</tr>
<tr>
<td>2018</td>
<td>77%</td>
<td>10/13</td>
</tr>
<tr>
<td>2019</td>
<td>100%</td>
<td>12/12</td>
</tr>
<tr>
<td>2020</td>
<td>90%</td>
<td>9/10</td>
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Five-year pass rate 90% 57/63

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Percent completion</th>
<th>Number of students completing the program/Number of students starting the program</th>
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<tbody>
<tr>
<td>2016</td>
<td>71%</td>
<td>12/17</td>
</tr>
<tr>
<td>2017</td>
<td>94%</td>
<td>16/17</td>
</tr>
<tr>
<td>2018</td>
<td>76%</td>
<td>13/17</td>
</tr>
<tr>
<td>2019</td>
<td>82%</td>
<td>14/17</td>
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<tr>
<td>2020</td>
<td>81%</td>
<td>13/16</td>
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</table>

Five-year completion rate 81% 68/84

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

The JRCERT has defined “not actively seeking employment” as:
1) Graduate fails to communicate with program officials regarding employment status after multiple attempts OR
2) Graduate is unwilling to seek employment that requires relocation, OR
3) Graduate is unwilling to accept employment due to salary or hours, OR
4) Graduate is on active military duty, OR
5) Graduate is continuing education.
<table>
<thead>
<tr>
<th>Year</th>
<th>Job Placement Rate in percent</th>
<th>Number of students returning the survey/Number of surveys sent</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>100%</td>
<td>11/12</td>
</tr>
<tr>
<td>2017</td>
<td>100%</td>
<td>12/16</td>
</tr>
<tr>
<td>2018</td>
<td>100%</td>
<td>12/13</td>
</tr>
<tr>
<td>2019</td>
<td>100%</td>
<td>10/12</td>
</tr>
<tr>
<td>2020</td>
<td>100%</td>
<td>12/13</td>
</tr>
<tr>
<td><strong>Five-year average job placement rate</strong></td>
<td><strong>100%</strong></td>
<td><strong>57/66</strong></td>
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For additional information regarding program effectiveness data visit the JRCERT website at www.jrcert.org
FACULTY
The following is a list of Personnel that are available to answer questions about the program in general or about a specific hospital with which the college affiliates.

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

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

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

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

Roseline Revilla, RT(R)
Clinical Instructor, Radiologic Technology
Lynn Community Health Center
269 Union St.
Lynn, MA 01901
(781) 477-3105

Daisy Flete, RT(R)
Clinical Instructor, Radiologic Technology
Beverly Hospital
85 Herrick Street
Beverly, MA 01915
(978) 922-3000

Nicole Pagliarulo, BA, RT(R)
Clinical Instructor, Radiologic Technology
Addison Gilbert Hospital
298 Washington Street
Gloucester, MA 01930
(978) 283-4000

Katherine Compton, RT(R)
Clinical Instructor, Radiologic Technology
Lahey Outpatient at Danvers
480 Maple St.
Danvers, MA 01923
(978) 774-4400
CLINICAL AFFILIATES
North Shore Community College considers it a distinct privilege to be associated with the hospitals listed.

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

The affiliate hospitals are:

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

PROGRAM SCHEDULE
The Radiologic Technology Program has been designed to educate a Diagnostic Radiologic Technologist within a twenty-one month period. This includes all college didactic courses as well as clinical experience. The hours of clinical attendance are 7:30 a.m. until 4:00 p.m.

Freshman students attend courses at the college on Monday, Wednesday and Friday with clinical experiences on Tuesday and Thursday. Freshman students are required to spend the January intersession at their clinical affiliate site for the equivalent of 40 hours per week. Freshman students are also required to spend 12 weeks of the summer between their Freshman and Sophomore year at their clinical affiliate site for the equivalent of 40 hours per week.

Sophomore students attend courses at the college on Tuesday and Thursday with clinical experiences on Monday, Wednesday and Friday.

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

ADVISORY COMMITTEE COMPOSITION
College Personnel

Vice President for Academic Affairs
Dean of Health Professions
Program Director, Radiologic Technology
Clinical Coordinator, Radiologic Technology
Dean of STEM and Education
Director of Accessibility Services
Freshman Radiologic Technology Student Representative
Sophomore Radiologic Technology Student Representative
Graduate Radiologic Technology Student Representative
ADVISORY COMMITTEE COMPOSITION CONT.

Hospital Affiliate Personnel

- Department Manager from each participating hospital
- Clinical Instructor from each participating hospital
- Medical Advisor

DEGREE AWARDED
Students who successfully complete the program requirements will receive an Associate Degree in Science in Radiologic Technology from North Shore Community College.

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

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.

ACCREDITATION INFORMATION:
**Joint Review Committee on Education in Radiologic Technology (JRCERT):** The North Shore Community College Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

The North Shore Community College Radiologic Technology program 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
www.jrcert.org

Upon notification from the JRCERT that the program is in non-compliance the program director will meet with the program faculty and clinical instructors within one week and devise a plan to bring the program into compliance.
The program adheres to and follows the “Standards for an Accredited Educational Program in Radiologic Sciences” set by the JRCERT.

**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.

**NATIONAL AND STATE AGENCIES**

**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). In order to earn ARRT certification and registration, students need to meet three requirements (education, ethics, and examination).

**Education**
In order to meet the education requirement for the Radiography primary pathway, you must have:
- Earned an associate’s degree or higher
- Completed an ARRT-approved educational program in the same discipline as the credential you are pursuing

**Ethics**
To become a candidate for certification and registration, you must demonstrate good moral character.

**Examination**
After you meet the education and ethics requirements, you’ll need to pass an exam before earning ARRT credentials. Learn more about our examination requirement—as well as how we create exams, what to expect on exam day, and what happens after the exam.

**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 (ASRT). Students who wish to also join the ASRT may obtain an application from the program director. The annual membership fee for students is $35.00 (application fee is waived) and includes a subscription to RADIOLOGIC TECHNOLOGY, a bi-monthly professional journal.
Code of Ethics

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

1. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.

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 on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.

4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were 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 the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare 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 the patient’s right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

11. The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.
Section 2

Admissions and Program Requirements
APPLICATIONS
Completed applications must be submitted into the Admission Department. It is recommended that applicants walk their application to the department so that someone from Admissions can verify that all the requirements have been met and all the documentation is present. The primary application deadline is early January.

INFORMATION SESSIONS
In order to have a completed application, candidates must have written proof of attending a Radiologic Technology information session. Information sessions are held in April-May and September-December. Specific dates and locations for the information sessions are on the program's academic webpage. Documentation verifying information session attendance will be given after the information session is completed. This documentation must be submitted with the application.

CHEMISTRY COURSE
A chemistry course must have been taken in either High School or College level and must have a final grade of C or higher (no time limit).

TEAS EXAM
The Radiologic Technology program requires all of its applicants to complete the TEAS exam. In order to be eligible for the RT program, applicants must have the following minimum scores.

Reading 69%, Math 70%, Science 50%, English - No Minimum

MEET AND GREET
As a part of the application process all applicants with a complete application will have the opportunity to meet with program faculty and representatives from both Beth Israel Lahey Health and Partners Healthcare Systems.

ACCEPTANCE INTO THE PROGRAM
Letters informing the candidates about the program acceptance, waitlist, or non-acceptance will be mailed out by the Admissions Department in April.

ACCEPTANCE
Candidates who are accepted into the program must notify the Admissions department about their commitment to the program and submit their deposit to hold their seat in the program. If a candidate decides not to attend the program, they must inform the Admissions department as soon as possible to give someone from the waiting list time to prepare for their acceptance into the program.

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.

Any previous Radiologic Technology student that was dismissed from the program and was denied re-admission may
re-apply to the program and go through the admissions process like any other applicant. Former Radiologic Technology students who are accepted are only allowed one re-admission.

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

All students applying for readmission will be interviewed by the program’s Admissions Committee. If the Admissions Committee agrees that the student shows a commitment to succeed and has demonstrated reasoning and ways to be successful, the students will be allowed to move forward to the next step in the re-admission process. If the Admissions Committee does not believe that the student has demonstrated a commitment to succeed, they may decline the student’s readmission and recommend they re-apply to the program. If they are accepted, they will start at the beginning in September.

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

REQUIRED BACKGROUND CHECKS
Students enrolled in Nursing and Allied Health programs are required to undergo and pass a National Criminal Offender Record Information (CORI) AND Sex Offender Record Information (SORI) background screening in order to remain in the program and be eligible for placement in a clinical facility. Students assigned to clinical education experiences at our contracted facilities may also be required to undergo and pass additional random CORI/SORI screenings in order to remain at that clinical facility and in the college program. Students who fail a screening, or refuse to submit to a screening within the designated time frame will be ineligible for clinical placement, which will affect their status in the program. Any appeal of a CORI/SORI screening will be reviewed and decided by the North Shore Community College CORI/SORI Board.

Please refer to the College Policy 22200 and Administrative Procedure 22200 for information concerning the CORI/SORI appeal process. Program fees cover the subsequent costs CORI/SORI checks.

DRUG TESTING
The Division of Health and Human Services is committed to high quality education and providing excellent clinical experiences for all students in Nursing and Allied Health professions. Students are expected to perform at their highest functional level during all educational and clinical experiences in order to maximize the learning environment and ensure both patient and student safety. Thus, a student’s performance at all times must be free of any impairment caused by prescription or non-prescribed drugs, including alcohol or marijuana.

Students enrolled in Nursing and Allied Health programs are required to undergo and pass a college-endorsed ten panel drug and/or alcohol screening analysis in order to remain in the program and be eligible for placement in a clinical facility. Students assigned to clinical education experiences at the College’s contracted facilities may also be required to undergo and pass additional random and scheduled drug screenings in order to remain at that clinical facility and in the program. Students who fail a screening, or refuse to submit to a screening within the designated time frame will be ineligible for clinical placement, which will affect their status in the program. Students with a positive drug test may appeal the results of the test within five (5) days of notification of the drug test results. This appeal must be in writing and delivered to the college’s Dean of Health Professions. An appeal by a student who claims that he/she tested positive due to a prescription drug and was unable to clarify this matter with the medical review officer (MRO) from the drug testing lab shall include evidence from a health care provider of the type of prescription, dates of permissible use and dosage amounts. Students whose appeals are denied may re-apply for re-entry into the program after one year. Requests for re-admission will be considered on a case-by-case basis and in accordance with program criteria.
Students who are notified of a “negative-dilute” result will submit to a random drug test within 24 hours of the previous test in order to confirm the negative status of the screening. Additional random testing may also be required under the guidelines listed in your program’s handbook.

Students who test positive for marijuana are unable to continue in a clinical placement, which will affect their status in the program. While the use of marijuana is permitted in Massachusetts, marijuana remains classified as a controlled substance under federal law and its use, possession, distribution and/or cultivation at educational institutions remains prohibited. A student who has a prescription for Medical Marijuana and tests positive for marijuana will be referred to the Office of Accessibility Services for consideration as to whether the student’s off-campus use of Medical Marijuana constitutes a reasonable accommodation under state law. If it is determined based on an interactive process with the student that his/her continued off-campus use of Medical Marijuana could impair his/her clinical performance, pose an unreasonable safety risk to patients, or violate the terms of a clinical facility’s affiliation agreement with the College, then the student’s continued use of Medical Marijuana will not constitute a reasonable accommodation under the law.

A NSCC student’s program fees will cover the cost of drug testing and retests. Students will be responsible to pay for additional drug screening conducted as part of an appeal. All students will be required to sign a Drug Screening Release Form. By signing this form, students authorize NSCC to conduct the 10 panel urine test for drug screening. The student will be provided additional information regarding the procedure through their program’s handbook and during program orientation. If assistance is needed with this drug screening process, please contact the Dean of Health Professions and Human Services.

**ARRT ETHICS REVIEW**

Individuals having a criminal record (misdemeanor or felony) are strongly advised to complete the ARRT pre-application process to determine their eligibility for ARRT examination, upon completion of the program. If you aren’t sure whether your actions constitute an ethics violation, report the actions now—and find out sooner rather than later. If you have questions, contact our Ethics Requirements Department at 651.687.0048, ext. 8580. Early action with this matter is recommended to avoid delay of ARRT eligibility upon completion of the program or to reassess one’s enrollment in the program.

When applying for certification and registration, you must answer the following ethics-related questions on your application form.

*Have you ever been charged with or convicted in court of a misdemeanor or felony (including conviction of a similar offense in a military court-martial)?*

Indicate “Yes” for:
- Charges or convictions, including those that that were stayed, withheld/defered, set aside, or suspended
- Any plea of guilty, Alford plea, or plea of no contest (nolo contendere)
- Court supervision, probation, or pre-trial diversion
- Traffic violations charged as a misdemeanor or felony
- Traffic violations that involved drugs or alcohol

Indicate “No” for:
- Juvenile offenses and convictions processed in juvenile court
- Speeding and parking tickets that did not rise to the level of a misdemeanor or felony and did NOT involve drugs or alcohol
- Charges that were dismissed if there were no court conditions required
- Sealed or expunged cases (If you don’t have court documents that prove your charges/convictions were actually sealed or expunged, you must report the violation).
- Offenses previously reported to ARRT and for which ARRT has sent your correspondence.

Reminder: You must report YES for all traffic violations that involved drugs and/or alcohol.

We encourage all R.T.s to review the *ARRT Standards of Ethics* each year to ensure they’re maintaining compliance. You should also refer to the document if you’re reporting an ethics violation or if you’re under an ethics review.

More information can be found at [https://www.arrt.org/earn-arrt-credentials/requirements/ethics-requirements/ethics-review-preapplication](https://www.arrt.org/earn-arrt-credentials/requirements/ethics-requirements/ethics-review-preapplication).
Radiologic Technology (RAD) – Nursing and Allied Health Pathway
Associate in Science • Health and Human Services Division

<table>
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<th>Recommended Course Selection Sequence</th>
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<th>Course Offered</th>
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<th>Completion</th>
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**Total Program Credits:** 65

- **Required course for degree**
- **X** Center for Alternative Studies & Educational Testing (CAS) – Course competencies and prerequisites may be fulfilled through Credit for Prior Learning (CPL). Visit [www.northshore.edu/cas](http://www.northshore.edu/cas) for more information.

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**Program Notes**
- Special admissions requirement
- The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT)
- CORI/SORI check required
- Fall start only
- Day program

**Campus Information**
- Danvers campus based

**Additional Graduation Requirements**
- Cumulative CLGPA at or above 2.0
- Submit your intent to graduate form at: [www.northshore.edu/registrar](http://www.northshore.edu/registrar)

**Advising Notes**
- This program is designed upon completion to prepare students to be eligible to enter the licensure process, which includes successful completion of the national certification examination administered by the American Registry of Radiologic Technologists. Upon passing scores in the nat exam, students are prepared for entry level employment in radiologic technology.
- Courses are listed in the recommended order you should take them.
- BIO211 Anatomy and Physiology 1 and MAT143 Introduction to Statistics must be completed by the end of the first semester of the program.
- Many courses have prerequisite requirements that must be fulfilled to be eligible to enroll in the course.
- If you intend to graduate with an associate degree in two years, you should enroll in at least 15 credits if taking only fall/spring courses.
- Completing at least 30 credits each year helps students stay on track to timely graduation.
- All student degree audits for graduation purposes will be based off the official program of study the student is enrolled in.

**Congratulations NSCC Graduate!**
COURSE CONTENTS

PROGRAM: Radiologic Technology Education
COURSE NAME: Radiologic Technology 1
COURSE NUMBER: RAD 103
CREDIT HOURS: 3

CATALOG DESCRIPTION:
This course provides an introduction to the radiologic technology profession which includes the history of x-rays, radiation safeguards and procedures, other imaging modalities, how x-ray equipment produces an image, and the factors that increase image quality.

PROGRAM: Radiologic Technology Education
COURSE NAME: Radiologic Technology 2
COURSE NUMBER: RAD 104
CREDIT HOURS: 3

CATALOG DESCRIPTION:
This course continues to discuss equipment using x-rays to generate medical images. This equipment often uses contrast media and may come with an increased risk for occupational exposure. Pharmacology, contrast media, and radiation protection principles will be discussed. The course ends with legal and ethical situations seen in today’s medical imaging departments.

PROGRAM: Radiologic Technology Education
COURSE NAME: Radiologic Technology 3
COURSE NUMBER: RAD 207
CREDIT HOURS: 3

CATALOG DESCRIPTION:
This course focuses on all aspects of radiation protection for the patient and any personnel working in radiology. It will cover different types of radiation as well as human responses to irradiation including radiation syndromes. The course will also cover required radiation protection standards for patients and personnel as well as the methods used to monitor radiation exposures.

PROGRAM: Radiologic Technology Education
COURSE NAME: Radiologic Technology 4
COURSE NUMBER: RAD 208
CREDIT HOURS: 3

CATALOG DESCRIPTION:
This course focuses on current topics in medical imaging. In addition to researching, preparing, and presenting a current topic to the class, students will learn about the ARRT exam and registration process, CEU requirements, and state licensure in order to be eligible to work as a radiographer in Massachusetts. Students will also prepare cover letters, resumes, and thank you notes for possible interviews after graduation.
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.

PROGRAM: Radiologic Technology Education
COURSE NAME: Radiographic Anatomy & Positioning Lab I
COURSE NUMBER: RAD 131
CREDIT HOURS: 2

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

PROGRAM: Radiologic Technology Education
COURSE NAME: Radiographic Anatomy & Positioning Lab II
COURSE NUMBER: RAD 132
CREDIT HOURS: 2

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

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

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

PROGRAM: Radiologic Technology Education
COURSE NAME: Radiographic Anatomy & Positioning Lab III
COURSE NUMBER: RAD 231
CREDIT HOURS: 2

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.
PROGRAM: Radiologic Technology Education
COURSE NAME: Radiographic Anatomy Positioning Lab IV
COURSE NUMBER: RAD 232
CREDIT HOURS: 2

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.

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

CATALOG DESCRIPTION:
This course will provide a hands-on approach to radiographic examinations and procedures for students starting the Radiologic Technology Program. Students will practice designated radiographic examinations and will be required to complete a minimum number of competencies. This course will include an orientation to the hospital, department, computer systems, and program policies.

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

CATALOG DESCRIPTION:
This course will provide a hands-on approach to radiographic examinations and procedures for students who successfully completed RAD111. Students will practice designated radiographic examinations and will be required to complete a minimum number of competencies. Students will be trained in special aspects of the field and may rotate to other modalities within the department.

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

CATALOG DESCRIPTION:
This course will provide a hands-on approach to radiographic examinations and procedures for students who successfully completed RAD112. Students will practice designated radiographic examinations and will be required to complete a minimum number of competencies. Students will be trained in special aspects of the field and may rotate to other modalities within the department.

PROGRAM: Radiologic Technology Education
COURSE NAME: Radiography Clinical Experience III
COURSE NUMBER: RAD 211
CREDIT HOURS: 3

CATALOG DESCRIPTION:
This course will provide a hands-on approach to radiographic examinations and procedures for students who successfully completed RAD113. Students will practice designated radiographic examinations and will be required to complete a minimum number of competencies. Students will be trained in special aspects of the field and may rotate to other modalities within the department.
PROGRAM: Radiologic Technology Education

COURSE NAME: Radiography Clinical Experience IV

COURSE NUMBER: RAD 212

CREDIT HOURS: 3

CATALOG DESCRIPTION:
This course will provide a hands-on approach to radiographic examinations and procedures for students who successfully completed RAD211. Students will practice designated radiographic examinations and will be required to complete the remaining competencies required to fulfill their eligibility for the ARRT Registry exam. Students will be trained in special aspects of the field and may rotate to other modalities within the department.

REQUIRED PASSING GRADE
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.
NSCC – RAD TECH PROGRAM
COMPETENCY EDUCATION SCHEDULE – MASTER PLAN
A MINIMUM OF 53 RADIOLOGIC EXAM COMPETENCIES MUST BE PERFORMED FOR PROGRAM COMPLETION

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<td>SEPTEMBER – DECEMBER</td>
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<td>Vertebral Column</td>
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<th>JUNE – AUGUST</th>
<th>SEPTEMBER – DECEMBER</th>
<th>PROGRAM ENDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 113 – Clinical Experience</td>
<td>RAD 231 and RAD 211</td>
<td>JANUARY – MAY</td>
</tr>
<tr>
<td>Didactic</td>
<td>Clinical</td>
<td>Didactic</td>
</tr>
<tr>
<td>(UGI; Sm. Bowel; BE)</td>
<td>Didactic</td>
<td>Clinical</td>
</tr>
<tr>
<td>Urinary System (IVP)</td>
<td>Didactic</td>
<td>Clinical</td>
</tr>
<tr>
<td>Portable Radiography</td>
<td>Didactic</td>
<td>Clinical</td>
</tr>
<tr>
<td>Operative Rm. Radiography</td>
<td>Didactic</td>
<td>Clinical</td>
</tr>
<tr>
<td>Clinical Rotations</td>
<td>Didactic</td>
<td>Clinical</td>
</tr>
<tr>
<td>Pediatric Rotation</td>
<td>Didactic</td>
<td>Clinical</td>
</tr>
<tr>
<td>15 Competencies Must Be Completed</td>
<td>10 Competencies Must Be Completed</td>
<td>All remaining Competencies Must Be Completed</td>
</tr>
<tr>
<td>10 Random Competencies for Continued Proficiency Must Be Completed</td>
<td>10 Random Competencies for Continued Proficiency Must Be Completed</td>
<td>15 Random Competencies for Continued Proficiency Must Be Completed</td>
</tr>
</tbody>
</table>
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.

Flow Chart:
- NSCC Classroom
- NSCC Lab Demo
- NSCC Phantom Simulation
- NSCC Competency Simulation
- Completion of Semester Requirements.

- Clinical Site Lecture and Demo
- Clinical Observation
- Clinical Phantom Simulation
- Direct Supervision of Examination
- Competency Exam Performed
- Indirect Supervision of Examination
- Random Competency of Examination
- Completion of Semester Requirements.

FLOW CHART DIAGRAM: 
- NSCC Classroom
- Clinical Site Lecture and Demo
- Clinical Observation
- Clinical Phantom Simulation
- Direct Supervision of Examination
- Competency Exam Performed
- Indirect Supervision of Examination
- Random Competency of Examination
- Completion of Semester Requirements.
HEALTH INSURANCE
All students must provide proof of health insurance coverage for the length of the entire program. Health insurance coverage is required by all of the clinical sites associated with the Radiologic Technology program.

COVID VACCINE STATEMENT FOR HEALTH PROFESSION STUDENTS
Although currently the Commonwealth of Massachusetts doesn’t mandate the COVID Vaccine, students in a health profession program may be required to have the vaccine and show proof if required by a clinical/fieldwork partner.

While the college will make a reasonable effort to place you in a clinical facility, clinical placement cannot be guaranteed in an un-immunized status. If the college cannot secure a clinical placement due to your un-immunized status then you will be unable to complete the program’s clinical requirement. Thus, you will be unable to progress and will be dismissed from the program. In order to avoid this situation, the College strongly recommends that all Health Profession students obtain the COVID Vaccine.

PROGRAM ORIENTATION
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 their scheduled date, they must contact either the program director or the clinical instructor prior to the scheduled orientation. There will be an 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 in the summer. Students will also not be allowed to use the x-ray equipment at the college until they have attended the radiation safety orientation in August.

Students’ failure to properly notify the appropriate personnel and not attend their scheduled orientation can result in their dismissal from the Radiologic Technology Program.

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

BLS FOR HEALTHCARE PROVIDERS
Students must become certified in BLS for Healthcare Providers prior to beginning the R.T. Program. The BLS for Healthcare Providers program is provided by the American Heart Association (AHA). Since all of the clinical sites associated with our program use the AHA we highly recommend that our students use AHA for all their CPR/BLS education. A copy of their certification must be on file with Program officials before they can begin their clinical education and in order to graduate from the Program.

PROFESSIONAL LIABILITY INSURANCE (MALPRACTICE)
The State of Massachusetts currently provides liability insurance to the students within the Health Professions at North Shore Community College.

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

COST OF ATTENDING
See following pages (3) for cost breakdown.
SPRING 2021
Tuition and Fees for credit courses
Student Financial Services • 1 Ferncroft Road • Danvers, MA 01923-0840
978-762-4189 • www.northshore.edu/paying/financial-services
sfs@northshore.edu

PAYMENT DUE: PRIOR TO 5 PM ON THURSDAY, DEC. 3RD, 2020

TUITION AND FEES

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

<table>
<thead>
<tr>
<th>Credits</th>
<th>MA Resident Rate (Minimum 6 months residency)</th>
<th>NE Regional Rate (CT, ME, NH, RI, or VT)</th>
<th>Out-of-State Rate (non-regional)</th>
<th>Per Credit Tuition Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>$223.00/credit</td>
<td>$235.50/credit</td>
<td>$455.00/credit</td>
<td>Mass. Resident $25.00</td>
</tr>
<tr>
<td></td>
<td>$669.00</td>
<td>$706.50</td>
<td>$1,365.00</td>
<td>N.E. Regional $37.50</td>
</tr>
<tr>
<td>12</td>
<td>$2,676.00</td>
<td>$2,826.00</td>
<td>$5,460.00</td>
<td>Non-Resident $257.00</td>
</tr>
<tr>
<td>15</td>
<td>$3,345.00</td>
<td>$3,532.50</td>
<td>$6,825.00</td>
<td>Per Credit Fee Charges</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>General College $163.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Technology $35.00</td>
</tr>
</tbody>
</table>

Note: Payment not made by the bill due date will result in class cancellation. NSCC cannot guarantee readmission into the classes, sections or professional program in which you were originally enrolled.

ADDITIONAL Program Fee - Applied to the following programs:

<table>
<thead>
<tr>
<th>Program Fee by TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>$450.00/term</td>
</tr>
<tr>
<td>NSG Nurse Education</td>
</tr>
<tr>
<td>OTA Occupational Therapy Assistant</td>
</tr>
<tr>
<td>PNR Practical Nursing Certificate</td>
</tr>
<tr>
<td>PTA Physical Therapist Assistant</td>
</tr>
<tr>
<td>RAD Radiologic Tech</td>
</tr>
<tr>
<td>RSP Repiratory Tech</td>
</tr>
<tr>
<td>SRT Surgical Tech Degree</td>
</tr>
</tbody>
</table>

| $325.00/term |
| VET Veterinary Tech |

| $225.00/term |
| MAC Medical Assisting Certificate |

| $175.00/term |
| FNS Funeral Services |

| $100.00/term |
| ASC Animal Care Specialist Certificate |
| ASD Animal Care Specialist |

| $50.00/term |
| EST Engineering Science |

| $25.00/term |
| EDT, ECD, ITC Early Childhood Program |
| DAD, HSD Human Services Program |
| PAC Paralegal Certificate |
| PAD Paralegal Program |
| HUD Horticulture Program |
| HRC Horticulture Certificate |

Program Fee by COURSE

| $125.00/course |
| CLC Culinary Arts & Food Service Certificate |
| CLD Culinary Arts & Food Service |

| $25.00/course |
| GDC Graphic Design Certificate Program |
| GDD Graphic Design-Print Program |
| IMD Graphic Design - Integrated Media Program |

(Continued on other side)
SPRING 2021 Tuition and Fees for credit courses (continued)

OTHER CHARGES

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Fee Amount</th>
<th>Frequency</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Fee</td>
<td>$50</td>
<td>Per semester</td>
<td>All registered students</td>
</tr>
<tr>
<td>Science Lab Course Fee</td>
<td>$45</td>
<td>Per course</td>
<td>Applied to courses with lab sections</td>
</tr>
<tr>
<td>Health Program Admin. Fee</td>
<td>$150</td>
<td>Per acceptance</td>
<td>Required for admissions to special health programs</td>
</tr>
<tr>
<td>Cosmetology Fee</td>
<td>$4,900</td>
<td>Per semester</td>
<td>Includes Cosmetology kit</td>
</tr>
<tr>
<td>Health Care Tech Elective Fee</td>
<td>$35</td>
<td>Per course</td>
<td>Courses include - EMS102, EMS104 and ALH134</td>
</tr>
<tr>
<td>Late Payment Fee</td>
<td>$50</td>
<td>Per semester</td>
<td>Can be waived through myNorthshore</td>
</tr>
<tr>
<td>MASSPIRG</td>
<td>$9</td>
<td>Per semester</td>
<td></td>
</tr>
</tbody>
</table>

PAYMENT OPTIONS

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

ADDITIONAL FEES

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Fee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-refundable payment plan enrollment fee (only apply to students who sign up for payment plans)</td>
<td>$40</td>
</tr>
<tr>
<td>Returned check fee (each returned check)</td>
<td>$25</td>
</tr>
</tbody>
</table>

HEALTH INSURANCE FEE

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

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

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

| Health Insurance | SPRING 2021 Annual Cost | $2,092.00 (January 1, 2021 to August 31, 2021) |

NSCC BILLING POLICY

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

Paper bills are not mailed.

NSCC’s Electronic Billing system is the official means of generating tuition bill to enrolled students. Students can authorize a third party, such as a parent or employer to be notified by email each time a new billing statement becomes available. These authorized users can also make payments on-line via check or credit card. For more information on these convenient services, please go to northshore.edu/paying/cost/payment-options.html

Please note: The Board of Trustees reserves the right to increase fees without prior notice.

The MA Board of Higher Education reserves the right to increase tuition without prior notice.

10/8/20
ADDIONAL COSTS
Uniforms (approximately)  
   $100.00/2 yrs.
Books (approximately)  
   $1,000.00/2 yrs.
Trajecsys  
   $150.00/2 yrs.

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

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

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

Congratulations on your acceptance to North Shore Community College, Radiologic Technology Program! In order to enroll in your program courses, you will need to meet the following requirements:

Attend the Zoom virtual orientation session on May 18th, 2021 from 10:00 am - 3:30 pm.

Student must arrange for an appointment so that your health care provider can thoroughly complete your health forms. Health Forms will be submitted to CastleBranch (discussed at orientation).

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) or positive blood titers.
- One (1) dose of Adult Tdap after 2005. Must update Tdap/TD (tetanus) if Tdap is ≥ to 10 yrs. old.
- Hepatitis B positive immune titer OR two (2) or three (3) dose series and positive immune titer report.
- Hepatitis B titer is negative (not immune), must seek ‘booster’ Hep B vaccine and re-titer one month later.
- Two (2) doses of Chicken Pox (Varicella) or positive blood titer report (Hx: chicken pox disease unacceptable).
- One (1) dose meningococcal vaccine (MenACWY) on/after 16th birthday or waiver (ONLY students 21 years or younger).
- IGRA-serology (Quantiferon Gold or T-SPOT (preferred) or 2-step TST (Tuberculin Skin Test) documentation due 06/01/2021 and 06/30/2021.
- 2021-2022 Seasonal Influenza documentation due prior to 10/30/2021.
- Review and sign all program policies (included in this packet).

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 of this packet is a condition of your continued enrollment and participation in all activities associated with the Radiologic Technology Program.

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

STUDENT SIGNATURE: ________________________________ Date: _____________
The health care provider must complete this immunization record OR attach a copy of the student’s immunization record on office stationery.

In accordance with the Massachusetts College Immunization Law, North Shore Community College requires verification of immunity against certain illnesses. Exact dates are required for all immunizations and/or serologic test results, as well as any documented illnesses. If serology titers indicate lack of immunity, vaccines must be administered.

### Required Immunizations

#### Hepatitis B
- Hepatitis B Immune Serology (HBsAB titer) **REQUIRED**
  - Lab documentation is required and attached
  - 2 doses of Heplisav-B formulation on a 0 and 1 month schedule **OR**
  - 3 doses of Engerix-B or Recombivax HB formation required for series Dose 1 and 2 at least 4 weeks apart; Dose 2 and 3 at least 8 weeks apart; at least 16 weeks between Doses 1 and 3. **AND**
  - Hepatitis B Immune Serology (HBsAB titer) **REQUIRED**
  - Lab documentation is required and attached

#### Adult Tetanus-Diphtheria and Pertussis (Tdap)
- 1 dose of Tdap after 2005
- Tetanus-Diphtheria (TD) or Tdap TD should be given if it has been ≥ 10 years since Tdap

#### Measles, Mumps, Rubella (MMR)
- 2 doses MMR
  - Dose 1 after 1st birthday; Dose 2 at least one month after Dose 1 **OR**
  - MMR Immune Serology (titer) accepted
  - Lab documentation is required and attached

#### Meningococcal Vaccine
(required for full-time students 21 years of age or younger)
- MenACWY conjugate vaccine (Menactra or Menveo) Dose received on or after 16th birthday **OR**
  - Signed waiver is required and attached

#### Varicella (Chicken Pox)
- 2 doses of Varicella required
  - Doses 1 and 2 at least 4 weeks apart **OR**
  - Varicella Immune Serology (titer) accepted
  - Lab documentation is required and attached

---

**SIGNATURE** – Health Care Provider ONLY or their authorized representative

**PRINT** – Health Care Provider Name

**Address**

**Phone Number**
HEPATITIS B IMMUNITY*

**OPTION #1**
Positive Immunity by blood titer (Positive HBsAB)
Complete

**OPTION #2**
Required Hepatitis B Vaccination (Both vaccines acceptable - *choose only one*)

- Heplisav-B vaccine (initial dose)
  - Dose 2: 1 month later
  - 1 month after dose 2
    - Draw Hepatitis B titer
    - Positive HBsAB
  - Complete

- Engerix-B or Recombivax-HB vaccine (initial dose)
  - Dose 2: in one month
  - Dose 3: in five months
  - 1 month after dose 3
    - Draw Hepatitis B titer
    - Positive HBsAB
  - Complete

**OPTION #3**
History of Hepatitis B Vaccination

- Draw Hepatitis B titer
- Negative blood titer
  - Booster dose vaccine
  - Wait 1 month
    - *repeat* blood titer
  - If negative titer
    - *repeat* Dose 2 or Dose 3
  - Wait 1 month
    - *repeat* titer
  - Positive Titer
    - Complete

- Negative titer
  - Non-responder
  - No further vaccination
  - Complete

*Goal is to have a positive titer.*

Adapted from CDC: *MMWR, 2011; 60(RR-7), MMWR, 2013; 62(10), MMWR, 2018; 67(RR-1), www.immunize.org/catg.d/p2017.pdf*
Information about Meningococcal Disease, Meningococcal Vaccines, Vaccination Requirements and the Waiver for Students at Colleges and Residential Schools

Colleges: Massachusetts requires all newly enrolled full-time students 21 years of age and under attending a postsecondary institution (e.g., colleges) to: receive a dose of quadrivalent meningococcal conjugate vaccine on or after their 16th birthday to protect against serotypes A, C, W and Y or fall within one of the exemptions in the law, discussed on the reverse side of this sheet.

Residential Schools: Massachusetts requires all newly enrolled full-time students attending a secondary school who will be living in a dormitory or other congregate housing licensed or approved by the secondary school or institution (e.g., boarding schools) to receive a dose of quadrivalent meningococcal conjugate vaccine to protect against serotypes A, C, W and Y or fall within one of the exemptions in the law, discussed on the reverse side of this sheet.

The law provides an exemption for students signing a waiver that reviews the dangers of meningococcal disease and indicates that the vaccination has been declined. To qualify for this exemption, you are required to review the information below and sign the waiver at the end of this document. Please note, if a student is under 18 years of age, a parent or legal guardian must be given a copy of this document and must sign the waiver.

What is meningococcal disease?
Meningococcal disease is caused by infection with bacteria called *Neisseria meningitidis*. These bacteria can infect the tissue that surrounds the brain and spinal cord called the “meninges” and cause meningitis, or they can infect the blood or other body organs. Symptoms of meningitis may appear suddenly. Fever, severe and constant headache, stiff neck or neck pain, nausea and vomiting, and rash can all be signs of meningitis. Changes in behavior such as confusion, sleepiness, and trouble waking up can also be important symptoms. In the US, about 1,000-1,200 people get meningococcal disease each year and 10-15% die despite receiving antibiotic treatment. Of those who live, another 11-19% lose their arms or legs, become hard of hearing or deaf, have problems with their nervous systems, including long term neurologic problems, or suffer seizures or strokes.

How is meningococcal disease spread?
These bacteria are passed from person-to-person through saliva (spit). You must be in close contact with an infected person’s saliva in order for the bacteria to spread. Close contact includes activities such as kissing, sharing water bottles, sharing eating/drinking utensils or sharing cigarettes with someone who is infected; or being within 3-6 feet of someone who is infected and is coughing or sneezing.

Who is at most risk for getting meningococcal disease?
High-risk groups include anyone with a damaged spleen or whose spleen has been removed, those with persistent complement component deficiency (an inherited immune disorder), HIV infection, those traveling to countries where meningococcal disease is very common, microbiologists who work with the organism and people who may have been exposed to meningococcal disease during an outbreak. People who live in certain settings such as college freshmen living in dormitories and military recruits are also at greater risk of disease from some of the serogroups.

Are some students in college and secondary schools at risk for meningococcal disease?
College freshmen living in residence halls or dormitories are at an increased risk for meningococcal disease caused by some of the serotypes contained in the quadrivalent vaccine, as compared to individuals of the same age not attending college. The setting, combined with risk behaviors (such as alcohol consumption, exposure to cigarette smoke, sharing food or beverages, and activities involving the exchange of saliva), may be what puts college students at a greater risk for infection. There is insufficient information about whether new students in other congregate living situations (e.g., residential schools) may also be at increased risk for meningococcal disease. But, the similarity in their environments and some behaviors may increase their risk.

The risk of meningococcal disease for other college students, in particular older students and students who do not live in congregate housing, is not increased. However, quadrivalent meningococcal vaccine is a safe and effective way to reduce their risk of contracting this disease. In general, the risk of invasive meningococcal B disease is not increased among college students relative to others of the same age not attending college. However, outbreaks of meningococcal B disease do occur, though rarely, at colleges and universities. Vaccination of students with meningococcal B vaccine may be recommended during outbreaks.
Is there a vaccine against meningococcal disease?
Yes, there are 2 different meningococcal vaccines. Quadrivalent meningococcal conjugate vaccine (Menactra and Menveo) protects against 4 serotypes (A, C, W and Y) of meningococcal disease. Meningococcal serogroup B vaccine (Bexsero and Trumenba) protects against serogroup B meningococcal disease. Meningococcal conjugate vaccine is routinely recommended at age 11-12 years with a booster at age 16. Students receiving their first dose on or after their 16th birthday do not need a booster. Individuals in certain high risk groups may need to receive 1 or more of these vaccines based on their doctor’s recommendations. Adolescents and young adults (16-23 years of age) who are not in high risk groups may be vaccinated with meningococcal B vaccine, preferably at 16-18 years of age, to provide short-term protection for most strains of serogroup B meningococcal disease. Talk with your doctor about which vaccines you should receive.

Is the meningococcal vaccine safe?
Yes. Getting meningococcal vaccine is much safer than getting the disease. Some people who get meningococcal vaccine have mild side effects, such as redness or pain where the shot was given. These symptoms usually last for 1-2 days. A small percentage of people who receive the vaccine develop a fever. The vaccine can be given to pregnant women. A vaccine, like any medicine, is capable of causing serious problems such as severe allergic reactions, but these are rare.

Is meningococcal vaccine mandatory for entry into secondary schools that provide housing, and colleges?
Massachusetts law (MGL Ch. 76, s.15D) and regulations (105 CMR 220.000) requires both newly enrolled full-time students attending a secondary school (those schools with grades 9-12) who will be living in a dormitory or other congregate housing licensed or approved by the secondary school or institution and newly enrolled full-time students 21 years of age and younger attending a postsecondary institution (e.g., colleges) to receive a dose of quadrivalent meningococcal vaccine.

Exemptions: Students may begin classes without a certificate of immunization against meningococcal disease if: 1) the student has a letter from a physician stating that there is a medical reason why he/she can’t receive the vaccine; 2) the student (or the student’s parent or legal guardian, if the student is a minor) presents a statement in writing that such vaccination is against his/her sincere religious belief; or 3) the student (or the student’s parent or legal guardian, if the student is a minor) signs the waiver below stating that the student has received information about the dangers of meningococcal disease, reviewed the information provided and elected to decline the vaccine.

Where can a student get vaccinated?
Students and their parents should contact their healthcare provider and make an appointment to discuss meningococcal disease, the benefits and risks of vaccination, and the availability of these vaccines. Schools and college health services are not required to provide you with this vaccine.

Where can I get more information?
- Your healthcare provider
- The Massachusetts Department of Public Health, Division of Epidemiology and Immunization at (617) 983-6800 or www.mass.gov/dph/imm and www.mass.gov/dph/epi
- Your local health department (listed in the phone book under government)

Waiver for Meningococcal Vaccination Requirement
I have received and reviewed the information provided on the risks of meningococcal disease and the risks and benefits of quadrivalent meningococcal vaccine. I understand that Massachusetts’ law requires newly enrolled full-time students at secondary schools who are living in a dormitory or congregate living arrangement licensed or approved by the secondary school, and newly enrolled full-time students at colleges and universities who are 21 years of age or younger to receive meningococcal vaccinations, unless the students provide a signed waiver of the vaccination or otherwise qualify for one of the exemptions specified in the law.

☐ After reviewing the materials above on the dangers of meningococcal disease, I choose to waive receipt of meningococcal vaccine.

Student Name: ___________________________ Date of Birth: ______________ Student ID: ______________

Signature: ___________________________ Date: ______________

(Student or parent/legal guardian, if student is under 18 years of age)
North Shore Community College
INFLUENZA VACCINATION RECORD

Student Name (Print): ____________________________

Academic Program: ____________________________

Vaccine product given: __________________________

Vaccine Lot #: __________________________

Vaccination Date: __________________________

Vaccine Administrator’s Signature/Title: __________________________

Administrator’s Address: __________________________

INFLUENZA MEDICAL EXEMPTION

A personal history of Guillain- Barre Syndrome which developed within 6 weeks of receiving the vaccine or a SEVERE allergic reaction following a dose of Influenza Vaccine or any Vaccine component must be documented by a Physician in a letter and be attached to this form.
Tuberculin (TB) Testing
Division of Health Professions

Please note TST’s and IGRA blood testing are program specific with regard to submission deadline. If done early, you will need to repeat the test and/or symptom screening process again.

Print Student Last Name                First Name                Academic Program

REQUIRED Medical Practice/Clinic

Medical Practice/Clinic Address

Two-step Tuberculin Skin Test

NOTE: Tine tests are not acceptable. BCG vaccination does NOT exclude you from this test unless you have a history of a POSTIVE skin test.

STEP 1:
Date Given: ______________________________ Signature/Title: ______________________________
Date Read: ______________________________ Signature/Title: ______________________________

TST result MUST be recorded as actual millimeters (mm) of induration
Step 1 Results: 0mm/negative _________ ≥10 mm induration/positive _________
* Results must be read within 48-72 hours by trained personnel.

STEP 2: (Second tuberculin skin test must be administered 7-21 Days after Step 1 is READ):
Date Given: ______________________________ Signature/Title: ______________________________
Date Read: ______________________________ Signature/Title: ______________________________

TST result MUST be recorded as actual millimeters (mm) of induration
Step 2 Results: 0mm/negative _________ ≥10 mm induration/positive _________
* Results must be read within 48-72 hours by trained personnel.

IGRA TB Blood Testing  [must attach lab report]

QuantiFERON-Gold date: ________________  T-Spot date: ________________

Previous or current positive tuberculin skin/ IGRA blood test

Students who have a positive TB test must submit:
• one negative chest x-ray report following the positive TST/IGRA
• complete the attached Healthcare Provider TB Screening Form.
# Healthcare Provider Tuberculosis Screening Form
(for a POSITIVE TST or IGRA-serology ONLY)

Student Name: ____________________________________________

Academic Program: __________________________

*This form is **ONLY** for individuals who have **SKIN-TESTED OR BLOOD TESTED POSITIVE***

Symptom Screening is to be **completed by a healthcare provider only.**

<table>
<thead>
<tr>
<th>Symptom</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has student had a cough that has lasted longer than 3 weeks?</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Has student spit up or coughed up blood?</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Does student have any pain in chest?</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Does student have an ongoing fever?</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Has student lost weight without trying?</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Does student experience sweating at night?</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Has student’s voice been hoarse?</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Has student experienced a loss of appetite?</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Is student more tired than usual and not able to do your regular activities?</td>
<td>□</td>
<td></td>
</tr>
</tbody>
</table>

**Healthcare Provider Evaluation:**

- □ There is no indication this person has active tuberculosis at this time.

---

**Healthcare Provider Only Signature**

**Date**

---

**Healthcare Provider Only Print Name**

---
2021-2022 TECHNICAL STANDARDS FOR RADIOLOGIC TECHNOLOGY PROGRAM

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.

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

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

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

Updated 2/23/2021
<table>
<thead>
<tr>
<th>PHYSICAL STANDARDS</th>
<th>Expected Level of Performance Freq*</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEAR: signals from image processor</td>
<td>F</td>
</tr>
<tr>
<td>DATA ENTRY: accurately and in English – enter patient information, examinations and verifications</td>
<td>C</td>
</tr>
<tr>
<td>WRITE: accurately and in English – write information about patient care, procedures, and final outcomes</td>
<td>C</td>
</tr>
<tr>
<td>DOCUMENT: provide documentation in English regarding protocol, policy, and procedures</td>
<td>C</td>
</tr>
<tr>
<td>SEE/READ: requisitions for information related to radiographs</td>
<td>C</td>
</tr>
<tr>
<td>SEE: proper position of patient for radiographs</td>
<td>C</td>
</tr>
<tr>
<td>SEE: proper equipment set up for radiographs</td>
<td>C</td>
</tr>
<tr>
<td>SEE: proper exposure settings for radiographs</td>
<td>C</td>
</tr>
<tr>
<td>SEE: patient motion and breath-holding of patient</td>
<td>C</td>
</tr>
<tr>
<td>SPEAK: to communicate clearly in English to staff, patients, physicians, etc.</td>
<td>C</td>
</tr>
<tr>
<td>MANIPULATE: small objects such as knobs, syringes, etc.</td>
<td>C</td>
</tr>
<tr>
<td>COMPREHEND: oral and written language in English including health care terminology in order to communicate with patients, families, health care providers, and community</td>
<td>C</td>
</tr>
<tr>
<td>MENTAL/ATTITUINAL STANDARDS</td>
<td>Expected Level of Performance Freq*</td>
</tr>
<tr>
<td>Function safely, effectively, and calmly under stressful situations.</td>
<td>F</td>
</tr>
<tr>
<td>Maintain composure while maintaining multiple tasks simultaneously.</td>
<td>F</td>
</tr>
<tr>
<td>Prioritize multiple tasks.</td>
<td>C</td>
</tr>
<tr>
<td>Exhibit social skills necessary to interact effectively with patients, families, supervisors, and co-workers of the same or different cultures such as respect, politeness, tact, collaboration, teamwork, and discretion.</td>
<td>C</td>
</tr>
<tr>
<td>Maintain personal hygiene consistent with close personal contact associated with patient care.</td>
<td>C</td>
</tr>
<tr>
<td>Display attitudes/actions consistent with the ethical standards of the profession.</td>
<td>C</td>
</tr>
<tr>
<td>Maintain confidentiality of patients, co-workers, hospital staff and fellow students.</td>
<td>C</td>
</tr>
<tr>
<td>Be willing to comply with direction from supervisors.</td>
<td>C</td>
</tr>
</tbody>
</table>
Health science students must meet immunization requirements under state law, MGL Chapter 76, Section 15C and its regulations at 105 CMR 220.000 – 220.700. Students must also meet any additional immunization requirements required by clinical affiliates.

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

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

Applicants who are offered admission must document their ability to perform all essential tasks with or without reasonable accommodation in order to begin the professional courses. If you are an otherwise qualified individual with a disability who seeks a reasonable accommodation, you need to contact Accessibility Services for eligibility determination for reasonable accommodation(s). For those applicants offered admission into the program, you will be asked to self-certificate that you meet the Technical Standards.
Section 3

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

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

Students are expected to arrive to class on time and be ready to participate. Students should not leave the classroom during the lecture unless it is absolutely necessary 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 Code of Conduct Policy that is found in the NSCC Student Handbook. The policy can be found at http://northshore.smartcatalogiq.com/en/current/Credit-Catalog/Student-Handbook/Code-of-Conduct

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

If an absence occurs due to suspected COVID symptoms or COVID exposure students must contact the Dean of Students at deanofstudents@northshore.edu to inform them of their situation. The student will not be allowed to return to school until the Dean of Students grants them permission to return. The Dean of Students will communicate with the student what criteria needs to be met in order to return to class.

Any and all absences will be waived if the student shows documented proof of a COVID test. The student must remain in contact with the instructor to ensure that all class material, assignments, quizzes, and exams are completed. Due dates and possible deductions will be determined on a case by case basis depending on the severity of the illness and the student's ability to complete the work.

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

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

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

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

This policy recognizes the right of faculty to manage their class, including addressing directly with students issues of academic dishonesty. When academic dishonesty is suspected, a faculty member may choose to issue a failing grade. If the student believes that there is substantial evidence of error or injustice associated with that grade, the student may file a grievance under the Student Grievance Procedure’s Grade Appeal Process. Alternatively, a faculty member may choose not to issue a grade, but rather refer the matter directly to the CCA for administration under this policy. However, where the issuance of a failing grade by a faculty member for academic dishonesty will result in a student’s dismissal from a program (for example in nursing and other health care programs), the charge of academic dishonesty shall be directly referred to the CCA for administration under this policy, which shall be completed, where practicable, within thirty (30) days.

For more information about this policy please see the Code of Conduct policy in the NSCC Student Handbook at the following link: http://northshore.smartcatalogiq.com/en/current/Credit-Catalog/Student-Handbook/Code-of-Conduct

ACCEPTABLE USE OF NSCC INFORMATION TECHNOLOGY RESOURCES
Acceptable use of NSCC information technology resources includes usage for academic, educational or professional purposes which are directly related to official College business and in support of NSCC’s mission. Acceptable use always is ethical, reflects academic honesty and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data and system security mechanisms.

The following are considered unacceptable use of information technology resources:
- In furtherance of any illegal act, including violation of any criminal or civil laws or regulations, whether state or federal
- For any political purpose not permitted under a collective bargaining agreement or contrary to any state or federal law;
- Any attempt to breach system security, damage files or any use that causes interference with or disruption of network users and resources, including propagation of computer viruses or other harmful programs;
- Unauthorized downloading, copying, sending or sharing of software or files;
- For any commercial purpose, including but not limited to soliciting the purchase, sale, rental or lease of private personal property, goods, services or real estate;
- Disregard of copyright, intellectual property and/or proprietary restrictions;
- Misrepresentation or unauthorized use of another’s work;
- To access or share sexually explicit, obscene, or child pornography materials or communications
- Utilizing material or communication which constitutes discrimination, including but not limited to sexual harassment Intentionally hindering others’ ability to utilize any networks accessed from NSCC;
- Unauthorized use of the name or logo(s) or graphical representation of NSCC without the express permission of the College
- Intentionally seek information about, obtain copies of, or modify files, data or passwords belonging to another person unless specifically authorized by the college;
- Share your username and / or password with any other person unless authorized to do so;
- Use another person’s account or identify themselves inaccurately;
- Use computing resources for personal profit, gambling, and/or unapproved solicitations.

Use which violates the College’s policies and procedures, including but not limited to the Student Code of Conduct, Policy on Affirmative Action, Equal Opportunity & Diversity, and Copyright and Intellectual Property Policy.

SOCIAL MEDIA GUIDELINES AND POLICY
The purpose of this policy is to promote the safety and privacy of students, faculty, staff, patients, community participants and visitors. Students and faculty members must comply with the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA) when using social media.
- No student may post, release, or otherwise disclose photos, identifiable case descriptions, images, or records related to the educational, clinical, or research activities of the school via social networking sites (e.g., Facebook, Twitter, YouTube, LinkedIn and etc.), non-educational blogs, message boards, internet websites, personal e-mail, or anything other than standard professional means of query and/or dissemination.

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

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

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

- Students should NOT post as a representative of the North Shore Community College, Health Professions, or the Radiologic Technology program.

The Radiologic Technology program assumes no duty to monitor internet activity but reserves the right to take appropriate action in accordance with this policy. Failure to comply with this policy may be a violation of legal, professional, and/or ethical obligations and will result in disciplinary action up to and including dismissal from the Radiologic Technology program.

COPYRIGHT POLICY
It is the policy of North Shore Community College to acknowledge and abide by all applicable intellectual property laws, including but not limited to the federal copyright law. For more information on the Copyright Policy see the NSCC Handbook at http://www.northshore.edu/legal/copyright.html.

EXAM POLICY
Examinations are given in online and typed hardcopy formats. Written examinations in the Radiologic Technology courses are considered college property and must remain in the Radiologic Technology classroom. After being corrected, student may see their exam for inspection only.

If a student is tardy for a classroom exam, there will be a 10 point deduction of that exam’s score.

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
<th>Description</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
A - Awarded to pre-determined and designated Pass-Fail courses
B+ - 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.
REQUIRED PASSING SCORE
A score of 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 75 in any of these courses is cause for the student to be dismissed from the Radiologic Technology Program.

All non-radiology courses that are associates with the Radiologic Technology Program only require a passing grade.

It should also be noted that a 75 must be achieved on the student's competency grade at clinical. A score of less than 75 will also lead to a student's dismissal from the Radiologic Technology Program.

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

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

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

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

In addition to sexual harassment being unlawful, it is also unlawful to retaliate against a student, employee or any other person in the College for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment.

A student, employee or any other person in the College who is found to have engaged in sexual harassment is subject to discipline up to and including, termination of employment or expulsion. All disciplinary proceedings will be conducted in accordance with applicable collective bargaining agreements and/or personnel policies. When a student, employee or any other person in the College believes he/she has been the subject of sexual harassment, the grievance process is a mechanism for redress. A grievant may seek recourse through informal efforts or by filing a formal grievance in writing. In the latter case, a grievant may obtain an Affirmative Action Grievance Form from the College's Affirmative Action Officer. This form must be completed and returned to the Affirmative Action Officer within thirty (30) days from when the grievant knew or should have known of the alleged discriminatory action. In either case, all grievances 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.

THE DISMISSAL PROCESS
Students can be dismissed for repeated policy violations and offenses that place patients and other’s safety in jeopardy. Prior to dismissal, the Program Director will investigate the circumstances involving the student and their actions/behavior. During this investigation the student may be suspended from clinical. The student will also have the opportunity to meet with the program’s Review Board to discuss the situation. Dismissal notifications will be made in writing by the Program Director. As previously stated, students may appeal the decision about the dismissal through the grievance procedure outlined in the Student Grievance and Appeal Procedure on the following page.

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

DISMISSAL FROM THE PROGRAM
Students whose actions or behaviors go against the college’s or Radiologic Technology program’s policies may lead to dismissal from the program. Depending on the severity of the infraction, the student may not be able to re-apply to the program. Decisions about re-admission will be determined by the Program Director and the Dean of Health Professions.

Reasons for dismissal include, but are 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. Receiving 3 disciplinary action forms from clinical.
3. Any action that jeopardizes the safety of the patient or causes unnecessary radiation to the patient.
4. Unprofessional or unethical conduct
5. Failure to maintain confidentiality of patients, students and hospital staff.
6. Attending clinical under the influence of a substance that prevents the student from being alert and oriented.
7. Refusal of a request to perform a radiographic examination that is within the scope of the student's competency level.
8. Leaving the clinical assignment without permission during assigned clinical hours.
9. Engaging in theft of any articles from clinical, patients, colleagues or the college.
10. Not following the NSCC Academic Honesty Policy.
REVIEW BOARD
The function of the Review Board is to interview all students experiencing any of the following: academic difficulty, which means a mid-term average of below 75% in any of the professional courses, a score below 75% on the student performance evaluation at clinical, excessive absences or tardiness from clinical education, improper dress at the clinical site, as well as behavior or attitude problems at the clinical affiliate.

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

REVIEW BOARD COMMITTEE COMPOSITION

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

Hospital Personnel:  
Clinical Instructor, Hospital Affiliate of student

STUDENT GRIEVANCE AND APPEAL PROCEDURE
A “grievance” is defined as a complaint by a student that there has been an alleged violation, misinterpretation, or inequitable action committed against said student. In the event a student believes an incident has occurred, the student should refer to the College’s Student Grievance Procedure. However, the program faculty believes the student wishing to file a grievance should first:

1. Discuss the matter in a timely fashion with the appropriate faculty member with the objective of resolving the issue/matter.
2. If the matter is not resolved informally, the student shall request in writing a meeting with the program director, with a meeting resulting within 3 business days.
3. If the grievance cannot be resolved by the parties, the student should file within 48 hours a written statement to the Division Dean. The Division Dean will respond to the student within 5 days and convene a meeting which may include involved faculty members and the program director.

Issues dealing with possible discrimination or sexual harassment are dealt with differently. When a student believes that he/she has been discriminated against due to his/her race, creed, religion, color, sex, sexual orientation, gender identity, age, disability, veteran status, genetic information or national origin, the College’s Affirmative Action Grievance Procedure is a mechanism for resolution. The College's Affirmative Action Grievance Procedure is contained in the College's Affirmative Action Plan. The College's Affirmative Action Officer is Ngoc-Thanh Giddarie, Director of Human Resources (tgiddari@northshore.edu or 978-762-4000)

ACCESSIBILITY SERVICES
NSCC’s Accessibility Services works one-on-one with students to set up reasonable academic accommodations and services for students in credit and non-credit courses. This department will help implement accommodations and provide guidance to students with disabilities. For more information got to: http://www.northshore.edu/accessibility/

Any student who requires an accommodation must meet with a representative from Accessibility Services and follow the procedure to request services before an accommodation can be made.

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

Students requesting a reference for scholarships or employment must submit a request in writing to the program faculty member with as much advance notice as possible. Any request with less than 2 weeks’ notice cannot be guaranteed.
FIELD TRIP PERMISSION FORM
Students are required to fill out a Field Trip Permission form in order to participate in off-campus events. A copy of this form can be found in Section 5 of this book.

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

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

3. The Program Director will notify the students in writing of any decisions made.
Section 4

Clinical Site Policies
CLINICAL STATEMENT
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. Students are expected to follow the rules and regulations of the hospital with which they are affiliated.

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.

CLINICAL SCHEDULE
The Radiologic Technology Program has been designed to educate a diagnostic radiologic technologist within 5 academic semesters. This includes 2 full years of academic semesters with both didactic courses and clinical and a full-time summer clinical.

The hours of clinical attendance are generally 7:30 a.m. until 4:00 p.m., but other hours may be approved to allow the student to make up lost time due to unexpected absences such as illness or temporary school closure. Changes to the schedule can be made in order to accommodate students who need more clinical time to complete their competencies. All changes must be approved by the program director, clinical coordinator and clinical instructor before they can be implemented.

Freshman students attend clinical on Tuesday and Thursday and Sophomore students attend clinical on Monday, Wednesday and Friday.

Freshman students are required to spend the January intersession at their clinical affiliate site for the equivalent of 40 hours per week. Freshman students are also required to spend 12 weeks of the summer between their Freshman and Sophomore year at their clinical affiliate site for the equivalent of 40 hours per week.

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

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

- **Beverly Hospital**
  85 Herrick Street
  Beverly, MA 01915-1777
  Clinical Instructor: Daisy Flete, RT(R)

- **Addison Gilbert Hospital**
  298 Washington Street
  Gloucester, MA 01930
  Clinical Instructor: Nicole Pagliarulo, BA, RT(R)

- **Lahey Outpatient at Danvers**
  480 Maple Street
  Danvers, MA 01923
  Clinical Instructor: Katherine Compton, RT(R)

- **Salem Hospital**
  81 Highland Ave.
  Salem, MA 01970
  Clinical Instructor: Dawn Bizzarro, RT(R)

- **Lynn Community Health Center**
  269 Union St.
  Lynn, MA 01901
  Clinical Instructor: Roseline Revilla, RT(R)

CLINICAL RULES AND REGULATIONS
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.

Room assignments will be posted at the clinical site. You are responsible to report to your room assignment, ready to work, no later than 7:30 am. Straighten out the room if necessary and stock the room with the needed supplies. You must never hold a patient or an imaging device during an exposure.

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

Students must always adhere to the Student Supervision Policy. Failure to abide by the Student Supervision Policy will result in an immediate disciplinary action form. See the Student Supervision Policy in section 6 of this book.

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 with indirect supervision 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.

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

You must never hold a patient or an imaging plate during an exposure.

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

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

Students will receive a mandatory 30-minute break for lunch and an optional 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.

CONFIDENTIAL INFORMATION

All patient and hospital records are confidential in nature. Requests for information concerning a patient should be referred to the clinical instructor or designate. Students shall maintain this confidentiality in a professional manner. Failure to maintain the confidentiality of any patient at any time may result in the student's immediate suspension or dismissal from the Program.

HIPAA CONFIDENTIALITY STATEMENT

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

Health care workers are affected by HIPAA when considering patient privacy and confidentiality. **HIPAA makes it illegal to disclose information regarding patients either verbally or in writing without the express written consent of the patient.** Students must be aware of this policy and agree to protect patient's privacy rights in order to attend their clinical assignments.
PROFESSIONAL CONDUCT AT CLINICAL
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 wear the NSCC sanctioned uniform at clinical and only wear hospital scrubs while in the OR.
5. Students must treat all patients with dignity and respect.
6. Students must accept all assignments given by the clinical instructor or any other radiographer commensurate with their capabilities.
7. Students must take directions from those individuals that have been designated by the clinical instructor.
8. Students may never release patients from the Radiology Department.
9. Students must stay in their assigned area in the radiology department.
10. Students may not accept any type of tip or gratuity from a patient or patient's family.
11. Students must park only in the proper assigned areas at the clinical site.

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.
- Long sleeve shirts worn under the navy blue scrub top must be white.
- Sweatshirts are not allowed to be worn while at clinical.
- Radiation Dosimetry Badges must be worn at all times at the clinical site.
- Identification badges provided by the clinical site must be worn to identify you as an Intern or Student Radiographer.
- All students must practice good personal hygiene.
- Uniforms must be kept clean, pressed and in good repair.
- Shoes must be a conservative color and kept clean.
- 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
- Fingernails must be clean and neatly trimmed. Artificial fingernails are not permitted. Students must follow the Hand Hygiene Policy of their clinical site.
- No facial jewelry may be worn during clinical, with the exception of stub earrings. No excessive jewelry may be worn.
- Chewing gum is unprofessional and is not permitted at any clinical site.
- The use of perfume, cologne or aftershave lotion is not permitted at the clinical sites.
- Reasonable attempts to cover tattoos must be made.

ADVICE FOR THOSE ATTENDING CLINICAL

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.

From Lee Memorial Hospital, School of Radiologic Technology, Fort Meyers, Florida

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

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

PERSONAL PROTECTIVE EQUIPMENT (PPE)
Appropriate PPE (masks, facial shields, gloves, gowns, etc) must be worn in accordance with department protocol when working with patients on precautions or suspected of having a contagious disease (Coronavirus, Influenza, Norovirus, etc.). For safety reasons, students with facial hair who do not demonstrate a strong fit to their mask may be required to use an alternative hooded respiratory system (CAPR,PAPR).

Proper PPE must be used whenever contact with bodily fluids (urine, stools, blood, vomit, etc.) may result. Medical gloves must be worn when performing any examination.

The proper use and re-use of PPE will be discussed at clinical. Students must follow department procedures on the proper way to use and reuse PPE equipment.
POLICY FOR EQUITABLE STUDENT ROTATIONS/OBSERVATIONS
The Radiologic Technology Program at North Shore Community College offers students in the program access to a large variety of examinations, rotations, and observations to enhance their education. However, in keeping with the North Shore Community college Equal Opportunity and Affirmative Action Policy, students in the Radiologic Technology Program are excluded from those rotations/observations that do not allow equal participation of male and female students. Examples of, but not limited to, excluded examinations are mammograms and hysterosalpingograms.

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

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

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

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

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

1) View the American College of Radiology's MRI Safety video
2) Complete the American College of Radiology's Safety Screening Form for MR Procedures and MRI Hazard Checklist
3) Have students sign NSCC MRI Screening Signoff Sheet after orientation and before visiting MRI facility. The NSCC MRI Screening Signoff Sheet can be found in Section 5 – Forms of this handbook.

CLINICAL/FIELDWORK CANCELLATION POLICY
In the event of unforeseen emergencies such as inclement weather, natural disaster, or pandemic the college and its campuses may be closed. Closings for inclement weather will be announced prior to 7:00 am.

In the event of an emergency requiring all or a portion of the College’s Campuses to be closed, information will be communicated via:

- College Web Site
- myNorthshore
- E-Mail
- Cancellation/E-Message Telephone Hotline
- Local Radio & Television Stations
- Telephone Hotlines
  978-762-4200
  781-593-6722 x4200

When the Governor declares a State of Emergency Declaration for Essex County NSCC automatically cancels all events, classes and closes the college.
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.

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.

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).

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.

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

**MAKE-UP TIME POLICY**

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

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

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

**PROGRAM LENGTH EXTENSION POLICY**

1. On the basis of student achievement, the clinical instructor with the approval of the Program Director, may recommend a program length extension option for a student in Radiography Clinical Experience.

2. This option may be offered to a student who needs additional time to complete the required competencies due to reasons of extended, excused illness or to a student who requires extra practice on specified identified competencies.

3. If the program length extension option is offered to a student during Clinical Experience IV, the student must be aware of the following:
   A. The student will receive an IP (in progress) grade for Radiography Clinical Experience IV and depending on how much time is required, may not be eligible for May/June graduation.
   B. All program requirements must be fulfilled in order to be eligible to apply for the ARRT license.

   The Program Length Extension Form can be found in Section 6

**RADIOLOGIC PROTECTION**

**RADIATION MONITORING BADGE POLICY**

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

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

Exposure monitoring of personnel is required whenever radiation workers are likely to receive 10% or more of the annual occupational effective dose limit of (50 mSv,) in any single year. In order to utilize the film badge most effectively and to have the most accurate records possible, the following regulations must be observed.

1. Students must wear radiation monitors at all times when at their clinical affiliate and while using the Radiology Energized lab. The monitor is to be attached to the clothing on the front of the body at the collar level outside of the lead apron. Any student not wearing his/her badge will be sent home and the time missed will be considered a clinical absence.
2. Students must pick up new radiation monitors from the Clinical Coordinator. It is absolutely imperative that monitors are turned in on time so that they may be processed properly, or the student will not be allowed to attend clinical and will be considered absent from clinical.

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

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 ensure that radiation doses are maintained “As Low As Reasonably Achievable,” and to provide protection for the college by providing documentation and proper management of student radiation exposure.

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

4. In an effort to keep the radiation exposure levels of students to a minimum, the following guidelines are established:
   - Students shall not hold patients during exposure for any reason.
   - Students shall not make an exposure while another Radiology employee holds the patient.
   - Students shall inform the clinical Coordinator of any incidences of their radiation-monitor being exposed while it was not being worn.
   - The student shall inform the Clinical Coordinator of any incidences that may have caused excessive radiation to their person. If the Clinical Coordinator deems it necessary, the incident shall be reported to the clinical Radiation Safety Officer for appropriate follow up.
   - Upon receipt of the quarterly radiation monitoring report, the Clinical Coordinator shall:
     - Review the report and post the exposure statement in the college lab. Each student must initial and date the report to indicate they have reviewed it. A quarterly exposure report above 25 mrem (0.25 mSv) shall be deemed higher than expected and require the following action:
       a. The Clinical Coordinator will review the report with the student in an effort to determine possible reasons for the elevated exposure.
       b. The Clinical Coordinator shall document any findings that may explain the excess exposure on the student’s exposure report and will be made part of the student’s permanent file.
       c. The Clinical Coordinator and the Program Director shall review radiation safety procedures with the student.
   - A cumulative report of student’s exposure history during their enrollment in the program shall be issued upon request when the student graduates or withdraws from the program.

5. Radiation-monitor badges are replaced on a quarterly basis. It is the responsibility of the student to bring his/her badge to the Clinical Coordinator when requested. Students who fail to exchange their badges on time
will be sent from their clinical site to the college in order to do so and then be required to make up any missed clinical time. *It should be noted that a reading of this level is not considered excessive and is well within the established guidelines of reasonable exposure and was chosen to provide an opportunity for early intervention in order to counsel the individual on proper work habits.

**LEAD APRONS**

Lead aprons are to be worn at all times if in the X-ray room during Fluoroscopic Procedures, for Portable Radiography, and during Operative Procedures.

**HOLDING PATIENTS AND/OR IMAGING RECEIVERS FOR AN EXAMINATION**

A student radiographer must never hold, under any circumstances, an imaging device or patient during any radiographic examination while radiation is present.

**TIME AND ATTENDANCE**

**TARDINESS POLICY**

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

**TIME OFF**

Students will be allowed two (2) days of Time Off per semester that cannot be carried over from semester to semester. Students will be allowed three (3) days of Time Off during the Spring semester in which they attend clinical during the intersession in January. There will be five (5) points deducted from the final clinical grade for each absence that exceeds two (2) per semester. There are exceptions to this if a student has an extended absence due to an illness or medical condition see the Extended Absence Policy on the following page. If an absence occurs due to suspected COVID symptoms or COVID exposure students must contact the Dean of Students at deanofstudents@northshore.edu to inform them of their situation. The student will not be allowed to return to clinical until the Dean of Students grants them permission to return. The Dean of Students will communicate with the student what criteria needs to be met in order to return to clinical.

Any and all absences will be waived if the student shows documented proof of a COVID test. The student must remain in contact with the instructor to ensure that all class material, assignments, quizzes, and exams are completed. Due dates and possible deductions will be determined on a case by case basis depending on the severity of the illness and the student’s ability to complete the work.

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

**NO CALL NO SHOW**

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

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

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

**FLEX TIME**

Radiologic Technology students will be allowed twenty-four (24) hours of Flex Time which may be broken up into half day segments or four (4) hours of time. The 24 hours of Flex Time is for the entire twenty-one (21) months of their clinical education. Half days of Flex Time can only be used between 7:30a.m.-11:30a.m or 12:00p.m. – 4:00p.m. Any student taking a half day of Flex Time will not be given a lunch break.
Requests for Flex Time must be discussed with the Clinical Instructor in advance of the day requested. Flex Time may not be used in place of time owed for "make-up". Students will not be allowed to use Flex Time during the last clinical week of any semester.

HOLIDAYS
Students will have the major legal holidays off from both their college and clinical responsibilities.

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

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

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

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

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

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

Following an extended illness, a student may be required to make up any missed clinical days at a time agreed upon by the clinical instructor and the student. This additional time will allow the student to complete the semester’s competency requirements.

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

This is a competency-based program that requires students to prove competency in several radiographic exams and procedures in order to complete the program. The total competency and random competency grade must be 75 or better to pass. Regardless of the student’s exam/assignment grades and student performance evaluation score, if the competency and random competency grade is below 75 the student has failed and will be dismissed from the program.
CLINICAL CLASSROOM ASSIGNMENTS AND EXAM GRADES
Written assignments help with the retention of material and show the Clinical Instructor what they observed or witnessed in certain situations. Students will be expected to complete all written assignments required by their Clinical Instructor. Late assignments will result in points off and if not turned in after the next clinical day will result in a grade of zero (0).

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

Exam grades will account for 1/3 of the student's clinical grade.

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

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

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

If a student scores below a 75 in any competency it results in a failure. If a student fails a competency exam they are not considered competent in that exam and the radiographic procedure will be retrained. The student must make every effort to re-comp on the failed exam within the same semester. If the student passes their second attempt at a competency the failing grade will count toward their final semester grad and the passing grade will not. The passing competency grade is only recorded to show a proof of competency for that exam. In the event the same exam does not come in during that semester, the student will simulate the competency with the clinical instructor and take images using the school’s lab. The student will not be considered competent until that exam is passed. If they fail the same exam a second time the score becomes a 0 and retraining must be documented. Additional competencies may be completed to help increase a student’s grade.

If at the end of the semester a student does not meet the required number of competencies the student may be allowed to receive a grade of In Progress (IP). For more information on this see the PROGRAM LENGTH EXTENSION POLICY on the following page. It should be noted that if it is known that the student had the opportunity to comp on a missing exam and they chose not to comp, they missed their opportunity and will receive a zero (0) for their grade. The competency still needs to be performed in order to satisfy the competency requirements for the ARRT, but their grade of zero (0) will be used to calculate their competency grade.

RANDOMS
In addition to fulfilling the ARRT competency requirements, students are also required to demonstrate their ability to retain knowledge about previously learned exams by passing “random” competencies. With a random competency the clinical instructor will give a student an exam to perform that they have previously comped on. The student will be graded on their performance using the random competency form used in Trajecsys. Each semester requires a certain number of random competencies to be completed. Randoms will not occur until the Spring semester of the 1st year. In that semester, 5 random competencies are required and only the clinical instructor can decide which exams can be used as a random competency. All semesters after require 10 random competencies and the students are allowed to select 5 of the exams. No additional randoms may be performed to increase a student’s grade.

If a student scores below a 75 on a random competency, it results in a failure and the score becomes a zero (0). The reason for the failure will be discussed and retraining will be performed, but the student is still considered competent. Only a set number of random competencies are allowed per semester.
REQUIRED CLINICAL GRADE

The competency grade includes both the ARRT Competencies and the Random competencies. Regardless of the overall clinical grade, a total competency grade of 75 or better is required to remain in the program.

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

SIMULATIONS

In the event that a competency exam does not present itself at a clinical site a student may simulate that exam. The student must complete all possible hands-on tasks of the procedure on a live human being using the same level of cognitive, psychomotor, and affective skills required for performing the procedure on a patient.

ARRT requires that competencies performed as a simulation must meet the same criteria as competencies demonstrated on patients. For example, the competency must be performed under the direct observation of the program director or program director's designee and be performed independently, consistently, and effectively.

Simulated performance must meet the following criteria:

- Simulation of imaging procedures requires the use of proper radiographic equipment without activating the x-ray beam.
- A total of ten (10) imaging procedures may be simulated. Imaging procedures eligible for simulation are noted within the chart on the following page. It should be noted that if it is known that the student had the opportunity to comp on a missing exam and they chose not to comp, they missed their opportunity and will receive a zero (0) for their grade. The competency may be performed as a simulation to satisfy the competency requirements for the ARRT, but their grade of zero (0) will be used to calculate their competency grade.
- If applicable, the candidate must evaluate related images.

MIDTERM CLINICAL MILESTONES

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

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

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

<table>
<thead>
<tr>
<th>Imaging Procedures</th>
<th>Mandatory or Elective</th>
<th>Eligible for Simulation</th>
<th>Date Completed</th>
<th>Competence Verified By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mandatory</td>
<td>Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chest and Thorax</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chest Routine</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chest AP &amp; LAT)** (Wheelchair or Stretcher)</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ribs</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abdomen</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abdomen Supine</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abdomen Upright</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upper Extremity</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thumb**</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finger</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hand</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wrist</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forearm</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elbow</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humerus</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shoulder</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clavicle</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Trauma: Shoulder or Humerus (Scapular Y, Transthoracic or Axial)</strong></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Trauma: Upper Extremity (Non-Shoulder)</strong></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lower Extremity</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foot</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ankle</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knee</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tibia-Fibula</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Femur</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Trauma: Lower Extremity</strong></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spine and Pelvis</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cervical Spine</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thoracic Spine</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lumbar Spine</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cross-Table (Horizontal Beam)</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lateral Spine (Patient Recumbent)</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pelvis</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hip</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cross-Table (Horizontal Beam)</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lateral Hip (Patient Recumbent)</td>
<td>✓</td>
<td>✓</td>
<td></td>
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</tr>
</tbody>
</table>

* Trauma requires modifications in positioning due to injury with monitoring of the patient’s condition.
## ARRT Imaging Procedures

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mandatory</td>
<td>Elective</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Fluoroscopy Studies

Upper GI Series, Single or Double Contrast** ✓

### Mobile C-Arm Studies

C-Arm Procedure (Requiring Manipulation to Obtain More Than One Projection) ✓ ✓
Surgical C-Arm Procedure (Requiring Manipulation Around a Sterile Field) ✓ ✓

### Mobile Radiographic Studies

Chest ✓
Abdomen ✓
Upper or Lower Extremity ✓

**Pediatric Patient** (Age 6 or Younger)

Chest Routine ✓ ✓

**Geriatric Patient** (At Least 65 Years Old and Physically or Cognitively Impaired as a Result of Aging)

Chest Routine ✓
Upper or Lower Extremity ✓

**Elective Procedures** — 15 of the following elective procedures are required.

#### Chest and Thorax

Chest Lateral Decubitus ✓ ✓
Sternum ✓ ✓
Upper Airway (Soft-Tissue Neck) ✓ ✓
Sternoclavicular Joints ✓

#### Abdomen

Abdomen Decubitus ✓ ✓
Intravenous Urography ✓

#### Upper Extremity

AC Joints ✓ ✓
Scapula ✓ ✓

#### Lower Extremity

Toes ✓ ✓
Patella ✓ ✓
Calcaneus ✓ ✓
# ARRT Imaging Procedures

<table>
<thead>
<tr>
<th>Imaging Procedures</th>
<th>Mandatory or Elective</th>
<th>Eligible for Simulation</th>
<th>Date Completed</th>
<th>Competence Verified By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mandatory</td>
<td>Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Spine and Pelvis</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sacrum and/or Coccyx</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Scoliosis Series</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Sacroiliac Joints</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td><strong>Head</strong> — Candidates must select at least one elective procedure from this section</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skull</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Facial Bones</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Mandible</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Temporomandibular Joints</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Nasal Bones</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Orbits</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Paranasal Sinuses</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td><strong>Fluoroscopy Studies</strong> — Candidates must select one procedure from this section and perform per site protocol.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contrast Enema, Single or Double Contrast</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Small Bowel Series</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Esophagus (NOT Swallowing Dysfunction Study)</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Cystography/Cystourethography</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
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<tr>
<td>ERCP</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Myelography</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Arthrography</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Hysterosalpingography</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td><strong>Pediatric Patient</strong> (Age 6 or Younger)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upper or Lower Extremity</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Abdomen</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Mobile Study</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td><strong>Geriatric Patient</strong> (At Least 65 Years Old and Physically or Cognitively Impaired as a Result of Aging)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hip or Spine</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Mandatory exams required</td>
<td>38</td>
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<tr>
<td>Total Elective exams required</td>
<td>15</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Total number of simulations allowed</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CLINICAL DATA COLLECTION

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

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

TRACKING RADIOLOGY EXAMS
Tracking the exams that a student is involved with is very important program data. Students are required to track every exam they observe, assist with, and perform. Students must make every effort to record these exams as accurately as possible. For exams performed by the student, all repeated radiographs must be recorded with a reason for the repeat. If monthly reporting and exam audits find inaccurate exam logs or repeats without reasons, it will result in points off the student’s final grade (See syllabus). Any student who has 3 months of inaccurate daily logs will receive disciplinary action.

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 to repeat a radiograph should involve the student, but a registered technologist must approve the repeat and remain present when the repeat is performed regardless of competency status. All student repeat radiographs must be recorded in Trajecsys by the student.

DISCIPLINARY ACTION

VERBAL WARNINGS AND CONFERENCE FORMS
When student behavior or performance shows an area for improvement the instructor will discuss the situation with the student and verbally warn them about the consequences if their behavior or performance does not improve. They will also instruct the student on what desired behavior is required to show improvement. To document this conversation a conference form is completed and the student may be asked to sign it. A copy of the conference form can be found in Section 5 of this book.

Conference forms are not considered a part of the student’s file so they are not found in Trajecsys.

DISCIPLINARY ACTION FORMS
Disciplinary Action Forms will be used to document any behavior that violates handbook policy, is considered unprofessional, unethical, jeopardizes patient safety or if behavior has not improved after a verbal warning/conference form. Any student receiving three (3) disciplinary action forms will be suspended from their clinical rotation. (However, the clinical sites reserve the right to remove a students from their facility at any time if their behavior is deemed a safety concern) The student will be required to attend a review board hearing to determine his/her status in the Program. Any time missed from Clinical during suspension must be made up by the student prior to the end of the semester, if the student is allowed to remain in the Program.

Disciplinary Action Forms are completed in Trajecsys by the clinical instructor or program director.

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. Receiving 3 disciplinary action forms from clinical.
3. Any action that jeopardizes the safety of the patient or causes unnecessary radiation to the patient.
4. Unprofessional or unethical conduct
5. Failure to maintain confidentiality of patients, students and hospital staff.
6. Attending clinical under the influence of a substance that prevents the student from being alert and oriented.
7. Refusal of a request to perform a radiographic examination that is within the scope of the student's competency level.
8. Leaving the clinical assignment without permission during assigned clinical hours.
9. Engaging in theft of any articles from clinical, patients, colleagues or the college.
10. Not following the NSCC Academic Honesty Policy.

STUDENT GRIEVANCE PROCEDURES
For more information on Student Dismissal and Student Grievance Procedures turn to Section 3 - School and Classroom Policies

COMMUNICABLE DISEASES POLICY
The student radiographer must report any suspected communicable disease symptoms to the Program Director, Clinical Coordinator or Clinical Instructor, prior to the student's entering the college or clinical site.

Examples of communicable diseases are: Coronavirus, Norovirus, Influenza, infected skin lesions, rash, pharyngitis, strep throat, MRSA, etc.

Students at clinical with direct patient care responsibilities who have signs and symptoms of infectious disease must report these symptoms immediately to their clinical instructor and prepare to go home. If program faculty or a clinical instructor believes a student is showing symptoms of illness, they can send the student home at any time. Any student failing to report illness symptoms will lead to immediate disciplinary action and will be asked to leave the facility immediately.

Students restricted from the college or clinical due to a communicable disease will not be able to return until the student's physician provides documentation showing the student is no longer contagious and they are able to perform all of the skills listed on the technical standards sheet. Depending on the type of communicable disease, medical clearance may require testing with results showing the student no longer has the virus or is no longer contagious.

Absences from the clinical site due to a student's contracting a communicable disease will follow the Time Off and Extended Illness policies.

The clinical instructor will notify the Employee Health Department concerning students restricted from clinical because of a communicable disease.

Absences from the clinical site due to a student's contracting an enteric disease will follow the Time Off and Extended Illness policies.

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

Policy003A
1. Students at Clinical with direct patient care responsibilities who have signs and symptoms of infectious disease should report promptly to their clinical instructor.
2. If appropriate, the clinical instructor will refer the student to his/her physician and will notify the program director.
3. The physician will evaluate the student's symptoms and may recommend the student be restricted from direct patient contact.
4. Students restricted from Clinical because of a communicable disease will not be able to return until cleared by the student's physician, the infection control department, or the Program Director.
5. The physician will refer to the Center for Disease Control Guidelines for Infection Control in Hospital Personnel when determining the appropriateness, the type, and the duration of the student's clinical restrictions.
6. The clinical instructor will notify the Infection Control Department concerning students restricted from clinical because of a communicable disease.
STUDENTS WITH ENTERIC DISEASE
Indications of Enteric Diseases are: Norovirus, Salmonella, Shigella, Amebic Dysentery, Campylobacter, Giardia, Yersinia

Students with acute diarrheal illness that is accompanied by other symptoms such as fever, vomiting, or lasts longer than 24 hours notify their clinical instructor and not attend clinical.

If appropriate, the clinical instructor will refer the student to his/her physician and will notify the program director.

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

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

Policy:
1. The diagnosis of a clinical infection must be established by the student's primary care physician or by appropriate culture.
2. Any student with clinical Group A hemolytic streptococcal or staphylococcal infections should be referred to their primary care physician.
3. Dismissing a student from Clinical prior to the results of the cultures will be at the discretion of the clinical instructor and/or Program Director.
4. The student should not attend Clinical for a period of 24 hours following the initiation of appropriate therapy for culture confirmed Group A hemolytic streptococci infections, 48 hours following the initiation of appropriate therapy for culture confirmed staphylococcus aureus infections. Otherwise, decisions will be made by the private physician.
VOLUNTARY DECLARED PREGNANCY POLICY
FOR THE
NSCC RADILOGIC 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 mSv spread equally over the nine-month gestation period (.5 mSv per month) pose no measurable increased risk factor to the developing fetus. Information in Appendices A and B in the student handbook provide information regarding the possible effects of radiation on the fetus and the pregnant workers guide to possible radiation risks.

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

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

Name: ______________________________________ Date: ______________________

Print Clearly

Signature: __________________________________________________________
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 10 mSv, 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 10 to 500 mSv. 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 10 mSv at 4 to 7 weeks after conception, the excess cases of small head size was 5 per thousand; at 8 to 11 weeks, it was 9 per thousand (Ref. 7).

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

1.3 Genetic Effects

Radiation-induced genetic effects have not been observed to date in humans. The largest source of material for genetic studies involves the Hiroshima and Nagasaki. The 77,000 births that occurred among the survivors showed no evidence of genetic effects. For doses received by the pregnant worker in the course of employment considered in this guide, the dose received by the embryo/fetus apparently would make 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 amounts of alcohol consumption have only the minor effect of reducing the birth weight slightly, but when consumption increases to 2 to 4 drinks per day, a pattern of abnormalities called the fetal alcohol syndrome (FAS) begins to appear (Ref. 11). This syndrome consists of reduced growth in the unborn child, faulty brain function, and abnormal facial features. There is a syndrome that has the same symptoms as full-blown FAS that occurs in children born to mothers who have not consumed alcohol. This naturally occurring syndrome occurs in about .1 to 1 cases per thousand (Ref. 10).
Section 5

EMERGENCY EDUCATION CONTINGENCY PLAN
RADIOLOGIC TECHNOLOGY EDUCATION CONTINGENCY PLAN

The following plan of action is to be implemented whenever there is an emergency situation that affects the college or clinical site. Examples of an emergency situation include, but are not limited to fire, natural disaster, severe weather events, facilities emergency, armed intruder, bombing, and pandemic.

ESTABLISH YOUR SAFETY
If faculty and students are at a site that is involved with an emergency situation the first priority is the safety of those individuals. Once personal safety has been established you must communicate with the appropriate personnel to account for your safety and location. At no time should an individual jeopardize their safety in order to communicate, unless they feel it will help them.

COMMUNICATIONS
Once personal safety has been established, you must communicate with the appropriate personnel to account for your safety and current location. Communications in an emergency situation can be made any way the affected party feels comfortable with. Texting, email, and phone calls are all acceptable forms of communication. When communicating, the affected party is encouraged to communicate their safety status and their location along with any other relevant information such as the status and location of others or information about the situation. However, communications should be brief in order to keep the lines of communication open.

EMERGENCY COMMUNICATIONS AT NORTH SHORE COMMUNITY COLLEGE
If there is an emergency affecting NSCC you must communicate your safety status and location with the program director.

If the program director is unavailable communications should be directed to the clinical coordinator.

NSCC EMERGENCY MESSAGE SYSTEM - SIGN UP
The emergency messaging system, a service that allows College officials to reach all students, faculty and staff with time-sensitive information during unforeseen events or emergencies. The system uses voice, e-mail, and text messaging to broadcast pertinent information and, when appropriate, provide directions to those in the affected area(s). For each individual, the emergency messaging system can deliver one voice message to the phone numbers, e-mail address, and text message number you have provided us. Any and all contact information you provide, such as home telephone numbers, cellular Public numbers, and e-mail addresses, may be used to notify you of an emergency or crisis that may affect you and/or the college community.

To sign up:

1. Login to My NorthShore
2. Click the Emergency Notification System box
3. Read and agree to terms. Complete the information and select Save. If your information is already filled out, verify that it is correct or update as necessary.

In the event of a campus emergency you may select a number of ways to be notified:
- Telephone (Not your College extension please)
- Cellular Phone
- Text Message (SMS)
- E-mail

You will be notified through all communication methods you select.

EMERGENCY COMMUNICATIONS AT THE CLINICAL SITES
If you are at a clinical site you must communicate with your clinical instructor(s).
If you are at one of the off-site clinical locations (Lynn Community Health Center, Addison Gilbert Hospital, Lahey Outpatient Center at Danvers will) you should attempt to communicate with your clinical instructor at the off-site and the clinical instructor at NSMC Salem Hospital and Lahey Beverly Hospital.
If the clinical instructor is not available students should communicate with the lead technologist(s). The program director will communicate with the clinical instructors or the lead technologist(s) at NSMC Salem Hospital and Lahey Beverly Hospital for updated information.
If the program director is not available the clinical coordinator will communicate with the appropriate personnel at the clinical site to account for student safety and location.
EMERGENCY PROCEDURES FOR FACULTY AND STUDENTS
The procedure and actions of faculty and students will depend upon where the emergency takes place and what the emergency is.

COLLEGE CLOSURE
In the event that the college is closed, faculty and students will be notified through the emergency broadcast system of the college by campus police. Emergency closures are communicated through broadcast text, email, and phone. Faculty and students should not attempt to enter the college until messages are received about the college opening. All college classes will be canceled until one of the following takes place:
• Short-Term Closure - The college opens after a short term whether event or emergency situation that allows the college to open within a week. Classes may either be canceled or continue with Blackboard and online meeting software such as Zoom or Collaborate.
• Long-Term Closure – The college will likely remain closed for longer than one week. Classes will be transitioned to an online format using Blackboard and online meeting software such as Zoom or Collaborate.

With the exception of an emergency whether event such as a snowstorm, if the college is closed and the clinical sites are open (as if in a pandemic), students are still required to attend clinical. Again, if the college is closed due to the weather, students are not to attend clinical.

CLINICAL SITE CLOSURE
In the event that a clinical site is closed due to an emergency situation, students will be notified by their clinical instructor about the closure. Actions and procedures will be determined by which clinical site that is affected and what the emergency situation is.

If a main clinical site (NSMC Salem Hospital or Lahey Beverly Hospital) has a short-term emergency situation that affects radiology department operations, students may be dismissed if it is safe to do so. The decision to send students away from clinical should be communicated by the clinical instructor to the program director. Short-term emergency situations are events that affect radiology department operation for less than a week. The student’s return clinical will be determined by the radiology department management.

If a main clinical site is a long-term emergency situation that affects radiology department operations, students may be asked to not attend clinical at that site until approved by radiology department management. If approved by radiology management, off-site clinical sites may be used to continue student’s clinical education. However, due to proper technologist to student ratios not all students will be able to attend clinical at the same time.

If all clinical sites are affected by the emergency situation (i.e. pandemic) students may be asked to not attend clinical until approved by radiology department management.

Students who miss significant clinical time should consider the following:
• The radiologic technology program may extend the program beyond 21 months in order for students to meet their competency requirements.
• Students are allowed to simulate competencies in order to fulfill their competency requirement set by the ARRT. Some simulations can be completed at the college using the radiology simulation lab. The number of simulations allowed is determined by the ARRT. Not all exams are allowed to be simulated. (i.e. Fluoroscopy exams)
• Alternatives clinical schedules may be considered to make up clinical time. Examples of this include clinical days or clinical being held on weekends.

If an emergency situation occurs at one of the smaller clinical sites, students may be reassigned to another clinical site if there is room. If a proper technologist to student ratio cannot be maintained, the student may be dismissed from clinical for the day. Any dismissal or relocation of the students should be communicated to the clinical coordinator. Any dismissal from clinical due to an emergency situation will not count as an absence for that student.

CLOSURE OF BOTH THE COLLEGE AND CLINICAL SITES
Large emergency events such as a pandemic or major hurricane strike could cause the closure of both NSCC and the clinical sites. Every effort will be made to continue on with didactic education through the use of online software such as Blackboard and Zoom or Collaborate. The continuation of the program will be determined by the extent of the damage caused by the emergency. Besides the availability of essential commodities for living, the availability of electronic communications such as the Internet must also be available. As long as electronic communications are available it is possible for the program to continue, however, if Internet is unavailable, the program will have to be stopped until electronic communications can be reestablished. Every effort will be made by the program director to communicate with the college to determine the continuation of the education process. The program director will then communicate with faculty and students about the continuation of the radiologic technology program.

In the event there are 2 separate emergencies affecting both the college and clinical sites, follow the procedures outlined above in COLLEGE CLOSURE and CLINICAL SITE CLOSURE.
Section 6

Forms
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

STUDENT SUPERVISION POLICY

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

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

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

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

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

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

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

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

Signed ___________________________ Date ______________________
(signature)

__________________________________________ Clinical________________________
(print name)
RULES FOR RT STUDENT USE OF THE NSCC ENERGIZED RADIOGRAPHY LAB

1. Radiographic exposures can only be taken under supervision of a qualified professor/instructor.
2. Radiographic exposures are only to be taken on a phantom and never on a living human.
3. Radiographic exposures may only be taken if there is no one present in the energized lab and the door is tightly closed.
4. All radiographs must be properly identified with the marker of the student taking the exposure.
5. Students must always wear their radiation monitor during lab and whenever taking an exposure.
6. Radiation monitors must never be exposed to primary radiation.
7. Radiation monitors and image markers must be keep in their proper places and never removed from the radiology classroom.

Signed___________________________  Date__________

Print Name______________________________
North Shore Community College
Radiologic Technology Program
MRI Safety Protocol for Students

Students in the NSCC RT Program have the opportunity to participate in an MR Observation. The MR systems have very strong magnetic fields that may be hazardous to individuals entering the MR environment or room if they have certain metallic, electronic, magnetic, or mechanical implants, devices, or objects. **Students will be required to complete the required MRI screening forms provided at the MRI site prior to participating in the MRI observation.**

Before entering any MR environment or MR system room, the student must remove all metallic objects including but not limited to:

- Hearing aids
- Dentures and/or partial plates
- Keys
- Beepers and/or cell phones
- Eye glasses
- Hair pins, clips, barrettes
- Jewelry, including any body piercing jewelry, watches
- Safety pins, paper clips, money clips
- Credit cards, bank cards or any card with a magnetic strip
- Coins
- Pens, pocket knives, nail clippers, tools
- Clothing with metal fasteners and/or metallic threads
- Any loose metallic item

Students should consult with the MRI Technologist or Radiologist with any questions or concerns **before** entering any MRI System Room.

I have read the above MRI Safety Protocol and agree to abide by it.

Student Name_________________________ Date__________

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

My anticipated term/delivery date is: _____________________________

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

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

Name: ____________________________________________ (print clearly)

Signature: _____________________________ Date signed __________________
NSCC RT Student Reference Release Form

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

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

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

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

Student’s Name: _______________________________________________________

Student’s Signature: ___________________________ Date: _______________
Program Length Extension Form

I recommend the Program Length Extension Option to __________________________ during
Radiology Clinical Experience________________due to reasons of __________________________.

_________________________________________  Date

Clinical Instructor

I accept the Program Length Extension Option

_________________________________________  Date

Student

I approve the Program Length Extension Option for __________________________ during Radiology
Clinical Experience_______________________________.

_________________________________________  Date

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

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

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

Dates of Attendance ____________________________ Program ___________________

Signature ____________________________ Date ____________________

Printed Name __________________________________________________________________

Address _______________________________________________________________________
____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________
NSCC Rad Tech Program Student Performance Evaluation

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

Name of Student: ________________________  Clinical Site: _______

Please note that some subjects are weighted more or less due to the perceived importance of the topic being evaluated.

SECTION I - Clinical Performance

1. Overall quality of work
   - The overall quality of work is acceptable for the level of education.
   - The overall quality of work is below expectations at this level of education. Improvements in the following areas are listed below.
   - The overall quality of work is well below expectations at this level of education. The student's status in the program is in jeopardy. Immediate improvements in the following areas must be made.

2. The rate of progression at clinical
   - The student is progressing at an acceptable rate for their level of education.
   - The student is progressing slower than others with the same level of education.
   - The student is showing signs of regression and is unable to keep up with others with the same level of education. Examples include:

3. Radiation Protection
   - The student demonstrates an understanding of the importance of radiation protection. Makes every effort to protect themselves and others.
   - The student demonstrates an understanding of radiation protection, but has attempted to perform an exam without using proper radiation protection.
   - The student does not demonstrate an understanding or routinely forgets to use proper radiation protection during examinations.
4. The rate of productivity at clinical

- The student's productivity shows motivation and efficiency with the willingness to help co-workers.
- The student's productivity either shows efficiency or willingness to help co-workers, but could either be more efficient or more available to help others.
- The student's productivity is lower than most either from working inefficiently or unwilling to help co-workers with their work. Examples include:

5. Patient awareness skills

- The student always demonstrates awareness of the patient's comfort and safety.
- The student usually demonstrates awareness of the patient's comfort and safety.
- The student has neglected a patient's comfort and safety when performing a new exam or working in a stressful situations. Examples include:

6. Applying didactic concepts to clinical situations.

- The student shows the ability to apply didactic topics to the clinical setting on a consistent basis.
- The student has shown to sometimes apply didactic topics to the clinical setting. Occasionally unable to problem solve on their own.
- The student is usually unable to apply didactic topics to the clinical setting. They repeatedly need coaching or help from other to get a task completed. Examples include:

7. Organization of work

- The student demonstrates the ability to determine a logical order of their work on a consistent basis. Plans their work well.
- The student sometimes demonstrates the ability to determine a logical order of their work. Sometimes plans work well, but needs improvement.
- The student is usually unable to determine a logical order of their work. Work is often disorganized without a logical plan. Examples include:
8. The ability to follow directions

☐ The student demonstrates the ability to follow directions with accuracy.
☐ The student demonstrates the ability to follow directions after repeated coaching.
☐ The student does not demonstrate the ability to follow directions even after repeated coaching. Examples include:

9. Proper use the radiography equipment

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

10. Attention to room preparation and cleanliness

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

SECTION II - Interpersonal Performance

1. Attitude and Cooperation

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

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

☐ The student does their assigned work, but lacks initiative.

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

3. Adhering to their assignment

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

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

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

4. Attitude toward criticism

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

☐ Listens to criticism but acts defensive or gives excuses as to why things were not done. Applies the lessons learned from it.

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

5. Punctuality and Attendance

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

☐ The student has neglected to follow program policy for notifying the clinical site. Or the student has lost points due to tardiness or absences, but followed program policy on notifying the clinical site. Dates of tardiness and/or absences:
6. Perceived Image
- Appropriately displays confidence and capability.
- Occasionally lacks confidence in new or difficult situation.
- Lacks confidence and is easily intimidated or comes across as over confident inflating their capabilities. Examples include:

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

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

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

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

☐ Inconsistency with a clean or neat uniform. The student has neglected one of the published dress code requirements (no badge, no markers, chew gum, needs reminding to pull back hair, etc)

Summary
I, ________________________________, a student in the ________________________________, 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 ____________________________ (Date) at ____________________________ (Site), and thus, will in no way hold the College of 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 College against any and all claims, damages, and liabilities arising there from.

Student Signature: ________________________________

Date: ________________________________

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

* Referred to as “College” below

As recommended by the Community College Counsel and NSCC President and Vice Presidents Counsel.
North Shore Community College
Radiologic Technology Program
Student Handbook Acknowledgement Form

The responsibility of each student is to read the Radiologic Technology Program Student Handbook. Failure to read the information contained in the handbook is not considered an excuse for non-compliance or lack of understanding.

The Radiologic Technology Program may change policies or revise information deemed necessary due to institutional and program circumstances. Students will receive an addendum for the handbook whenever policies or information is changed during the academic year.

I have read, understand, and agree to comply with all policies stated in the Radiologic Technology Program Student Handbook.

________________________________________  ____________________________________
Student Signature                          Date

________________________________________
Student Printed Name