



# **PROGRAM** HANDBOOK

## **Radiologic Technology Program**

**Student Handbook**

**2023-2024**

# **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 website. 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 (2) 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(R)-Registered Technologist in Radiography. Successful completion of the ARRT examination qualifies the RT(R) to apply for the Massachusetts state license in Diagnostic Radiography.

## **HISTORY**

The Radiologic Technology program at North Shore Community College admitted the first class of students in the summer of 1969. Representatives of seven (7) 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**

Updated 7/2022

Most Radiologic Technologists enter the profession as diagnostic radiographers. Radiologic Technologists capture images of patients’ internal organs, soft tissues, and bones using X-ray equipment. Radiographers might assist radiologists, medical doctors specialized in medical imaging, with a range of procedures, such as fluoroscopic imaging that require the use of contrast media. They may also assist surgeons where radiographers work a device called a C-arm to provide images in the operating room.

A career as a radiographer is challenging and rewarding. Radiologic Technologists are an important part of a medical team that provides X-ray images to help diagnose and treat patients with a range of diseases and injuries. Radiologic technologists also have the education required to move onto advanced imaging modalities such as CT, MRI, Mammography, and Interventional Radiography.

## **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 (2) days will be the same.

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

## **PROGRAM MISSION STATEMENT**

Updated 10/2022

The Radiologic Technology program at North Shore Community College provides affordable and rigorous education with the goal of graduating competent entry level Radiologic Technologists. The program utilizes up-to-date imaging technology and diverse clinical experiences to prepare students for different medical environments requiring imaging services. The program emphasizes professionalism and constant continuing education to remain competent in the ever-changing radiology field.

## **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 student's 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 2022

Updated 7/2022

950 Institution Name: North Shore Community College.

Program Type: Radiography.

Degree Type: Associate in Science Degree.

## PROGRAM EFFECTIVENESS DATA

Updated 7/2022

The following is the most current program effectiveness data. Our programmatic accreditation agency, the Joint Review Committee on Education in Radiologic Technology (JRCERT), defines and publishes this information. The information can be found directly on the JRCERT website:

<https://www.jrcert.org/programs/north-shore-community-college/>

**Credentialing Examination:** The number of students who pass, on the first attempt, the American Registry of Radiologic Technologists (ARRT) certification examination, or an unrestricted state licensing examination, compared with the number of graduates who take the examination within six (6) months of graduation. The five-year average benchmark established by the JRCERT is 75%.

Credentialing Examination Rate	number passed on 1 <sup>st</sup> attempt divided by number attempted within 6 months of graduation
Year	Results
Year 1 - 2018	10 of 13 - 77%
Year 2 - 2019	12 of 12 - 100%
Year 3 - 2020	9 of 10 - 90%
Year 4 - 2021	13 of 15 - 87%
Year 5 - 2022	9 of 10 - 90%
<b>Program 5-Year Average</b>	<b>53 of 60 - 88%</b>

**Job Placement:** The number of graduates employed in the radiologic sciences compared to the number of graduates actively seeking employment in the radiologic sciences within twelve (12) months of graduating. The five-year average benchmark established by the JRCERT is 75%.

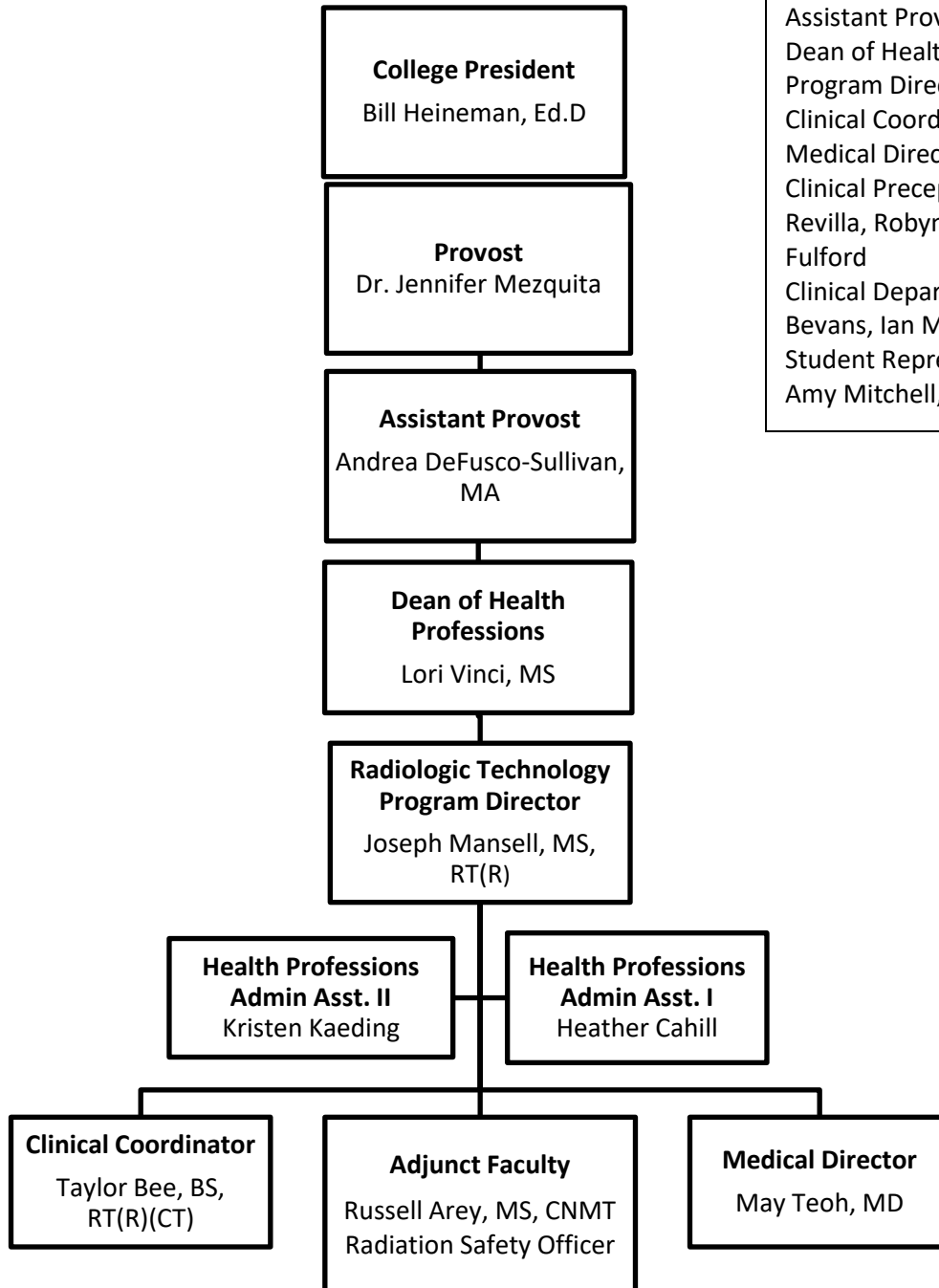
Job Placement Rate	number employed divided by number actively seeking employment within 12 months of graduation
Year	Results
Year 1 - 2018	12 of 12 - 100%
Year 2 - 2019	10 of 10 - 100%
Year 3 - 2020	12 of 12 - 100%
Year 4 - 2021	14 of 14 - 100%
Year 5 - 2022	13 of 13 - 100%
<b>Program 5-Year Average</b>	<b>61 of 61 - 100%</b>

**Program Completion:** The number of students who complete the program within the stated program length. The annual benchmark established by the program is 75%.

Program Completion Rate	number graduated divided by number started the program
Year	Results
Year 1 - 2022	13 of 13
<b>Annual Completion Rate</b>	<b>100%</b>

# North Shore Community College Programmatic Organizational Chart Radiologic Technology Program

Updated 06/2023



**Radiologic Technology Program Advisory Committee**

Assistant Provost – Andrea DeFusco-Sullivan  
 Dean of Health Professions – Lori Vinci  
 Program Director – Joseph Mansell  
 Clinical Coordinator – Taylor Bee  
 Medical Director – May Teoh, MD  
 Clinical Preceptors – Susan Parker, Roseline Revilla, Robyn Galvin, Briana Howe, Catherine Fulford  
 Clinical Department Managers – Darlene Bevans, Ian Mackler  
 Student Representatives – Shannon Lamusta, Amy Mitchell, Makayla Iannalfo

## **FACULTY**

Updated 06/2023

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 Bee, BS, RT(R) (CT)**

Clinical Coordinator, Radiologic Technology  
North Shore Community College  
1 Ferncroft Rd.  
Danvers, MA 01923  
(978) 762-4173

### **Russell Arey, MS, CNMT**

Radiation Safety Officer  
Adjunct Professor, Radiologic Technology  
North Shore Community College  
1 Ferncroft Rd.  
Danvers, MA 01923

### **Susan Parker RT(R)**

Clinical Preceptor, Radiologic Technology  
Salem Hospital  
81 Highland Ave.  
Salem, MA 01970  
(978) 354-4409

### **Roseline Revilla, RT(R)**

Clinical Preceptor, Radiologic Technology  
Lynn Community Health Center  
269 Union St.  
Lynn, MA 01901  
(781) 477-3105

### **Robyn Galvin, BS, RT(R)**

Clinical Preceptor, Radiologic Technology  
Beverly Hospital  
85 Herrick St.  
Beverly, MA 01915  
(978) 922-3000

### **Catherine Fulford, RT(R)**

Clinical Preceptor, Radiologic Technology  
Addison Gilbert Hospital  
298 Washington St.  
Gloucester, MA 01930  
(978) 283-4000

**Briana Howe, RT(R)**

Clinical Preceptor, Radiologic Technology  
Lahey Outpatient at Danvers  
480 Maple St.  
Danvers, MA 01923  
(978) 774-4400

**CLINICAL AFFILIATES**

Updated 9/2021

North Shore Community College considers it a distinct privilege to be associated with the hospitals listed below.

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.  
MGB Outpatient Center 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 (21) 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 (if applicable), 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 forty (40) hours per week. Freshman students are also required to spend twelve (12) weeks of the summer between their freshman and sophomore year at their clinical affiliate site for the equivalent of forty (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**

Updated 05/2023

### **College Personnel**

Assistant Provost.

Dean of Health Professions.

Program Director, Radiologic Technology.

Clinical Coordinator, Radiologic Technology.

Director of Accessibility Services.

Freshman Radiologic Technology Student Representative.

Sophomore Radiologic Technology Student Representative.

Graduate Radiologic Technology Student Representative.

### **Hospital Affiliate Personnel**

Department Manager from each participating hospital.

Clinical Preceptors from each participating clinical site.

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 (ARRT). A grade of seventy-five (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 (1) 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 (JRCERT)**

Updated 7/2022

**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).

Any individual associated with the program has the right to submit allegations against a JRCERT-accredited program if there is reason to believe that the program has acted contrary to JRCERT accreditation standards and/or JRCERT policies. Additionally, an individual has the right to submit allegations against the program if the student believes that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students. The North Shore Community College Radiologic Technology program strives continuously to maintain compliance with all the standards necessary for maintaining accreditation.

Contacting the JRCERT must not be a step in the formal institutional or program grievance policy/procedure. The individual must first attempt to resolve the complaint directly with institutional/program officials by following the grievance policy/procedures provided by the institution/program. If the individual is unable to resolve the complaint with institutional/program officials or believes that the concerns have not been properly addressed, the individual may submit allegations of noncompliance directly to the JRCERT.

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](mailto:mail@jrcert.org)

[www.jrcert.org](http://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 preceptors within one (1) week and devise a plan to bring the program into compliance.

**JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY (JRCERT)  
STANDARDS FOR AN ACCREDITED EDUCATIONAL PROGRAM IN RADIOLOGIC SCIENCES**

Updated 1/2021

The program adheres to and follows the “Standards for an Accredited Educational Program in Radiologic Sciences” set by the JRCERT.

**Standard One: Accountability, Fair Practices, and Public Information**

The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well defined, written, and readily available.

**Standard Two: Institutional Commitment and Resources**

The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program’s mission.

**Standard Three: Faculty and Staff**

The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

**Standard Four: Curriculum and Academic Practices**

The program’s curriculum and academic practices prepare students for professional practice.

**Standard Five: Health and Safety**

The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

**Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement**

The extent of a program’s effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

# 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 Registered Technologist acts in a professional manner; responds to patient needs, and supports colleagues and associates in providing quality patient care.
- 2 The Registered 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 Registered 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 Registered 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 Registered Technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
- 6 The Registered 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 Registered 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 Registered Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
- 9 The Registered 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 Registered 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 Registered 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.



THE AMERICAN REGISTRY  
OF RADIOLOGIC  
TECHNOLOGISTS®

GOLD STANDARD  
PATIENT CARE 

## **NATIONAL AND STATE AGENCIES**

**AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS (ARRT):** Graduates of the Radiologic Technology program are eligible to apply for national certification as a radiographer by the American Registry of Radiologic Technology (ARRT). In order to earn ARRT certification and registration, students need to meet three (3) 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 on our website.

## **MASSACHUSETTS RADIOLOGIC TECHNOLOGY LICENSE COMMISSION**

Updated 5/2023

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 <https://www.mass.gov/how-to/apply-for-a-temporary-radiologic-technologist-license>

## **PROFESSIONAL AND STUDENT ORGANIZATIONS**

### **AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS (ASRT)**

Updated 7/2022

To help graduating students prepare for the ARRT registry exam the Radiologic Technology program purchases student memberships for all students entering the final semester of the program. This membership gives the students access to test taking resources as well as several practice exams. Students are encouraged to continue their membership after their graduation due to the CEU resources the ASRT provides. For further information, visit their website: <https://www.asrt.org/>

### **MASSACHUSETTS SOCIETY OF RADIOLOGIC TECHNOLOGISTS (MSRT)**

Updated 7/2022

Students are informed about the advocacy efforts the MSRT provides and the benefits of the getting involved locally by joining the Massachusetts Society of Radiologic Technologists (MSRT). For further information, visit their website: <https://member.msrt-ma.org/>

## **Section 2**

### **Admissions and Program Requirements**

## **STATEMENT ON EQUAL OPPORTUNITY FOR ALL APPLICANTS**

Updated 9/2022

All interested adults and high school students are welcome and eligible to apply to the Radiologic Technology program. However, due to high demand and limited resources, the Radiologic Technology program is considered a selective program\*. Although the Radiologic Technology program is selective, the process of selecting candidates is completed without regard to race, gender, sexual orientation, color, national origin, age, or religion.

\*Selective programs are not open admission programs and maintain additional criteria for admission and continued participation. Selective programs may restrict entrance to those who have not met specific academic or other requirements.

## **APPLICATIONS**

Updated 7/2022

Completed applications must be submitted online. The primary application deadline is early January.

## **INFORMATION SESSIONS**

Updated 5/2023

Candidates must have documented proof of attending a Radiologic Technology information session in order for their application to be accepted. Information sessions are held September through December. The locations, dates, and times for the information sessions are on the program's academic webpage. Instructions on how to verify attendance will be shared at the information session.

## **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**

Updated 7/2022

The Radiologic Technology program requires all of its applicants to complete the Test of Essential Academic Skills (TEAS) exam by ATI. In order to be eligible for the RT program, applicants must have the following minimum scores.

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

For more information go to [www.atitesting.com/teas-prep](http://www.atitesting.com/teas-prep)

## **MEET AND GREET**

Updated 7/2022

As part of the application process all applicants with a completed application will have the opportunity to meet with program faculty and representatives from both Beth Israel Lahey Health and Mass General Brigham Healthcare Systems.

## **ACCEPTANCE INTO THE PROGRAM**

Updated 7/2022

Students receive an email, by the Admissions Department in April, telling them to log into their student portal to view their decision letter (program acceptance, waitlist, or non-acceptance). 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 admission but could not be placed because of the limited number of spaces at the college or at the clinical affiliates. If a student should withdraw from the program prior to the beginning of academic classes in the fall semester, a candidate from the waiting list will be invited to enroll. 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.

## **REAPPLICATION**

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 completing all the subsequent steps in the admissions process the following year.

Any previous Radiologic Technology student who was dismissed from the program and denied re-admission may re-apply to the program and go through the admissions process like any other applicant. Depending on the severity of the infraction, the student may not be eligible to re-apply to the program. Decisions about the student's ability to re-apply to the program will be determined by the Program Director and the Dean of Health Professions. Students are permitted only one (1) readmission to the Radiologic Technology Program on a space available basis.

## **READMISSION**

Students who have voluntarily withdrawn or interrupted their sequence of study and wish to return starting at the semester they previously left 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 (6) months of the student's last day in the program. Students who are dismissed are not eligible for readmission and must re-apply to the program and start from the beginning. For more about Dismissal from the program see page 40.

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 student 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 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 (1) 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 of CORI/SORI checks.

## **DRUG TESTING**

The Division of Health Professions 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 functioning 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 (10) 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/they 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 (1) 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 twenty-four (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/their continued off-campus use of Medical Marijuana could impair his/her/their 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 ten (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.

## **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 re-assess 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/deferred, 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.rrt.org/pages/resources/ethics-information>

# NSCC Guided Pathway

Academic Year: 2023-2024

## Radiologic Technology (RAD) – Nursing & Allied Health Pathway

Associate in Science, Health Division

Recommended Course Selection Sequence	Required	Credits	Course Offered	CP-Option
<a href="#">CMP001</a> Composition 1	Ⓢ	3		X
<a href="#">MATH101</a> Introduction to Statistics	Ⓢ	3		X
<a href="#">ANAT101</a> Anatomy and Physiology 1	Ⓢ	4		
<a href="#">RAD102</a> Radiologic Technology 1	Ⓢ	3	Fall only	
<a href="#">RAD103</a> Radiography Clinical Experience 1	Ⓢ	2	Fall only	X
<a href="#">RAD104</a> Radiographic Anatomy & Positioning Lab 1	Ⓢ	2	Fall only	
<a href="#">CMP100-150</a> Composition 2 (Section 150)		3		X
<a href="#">ANAT102</a> Anatomy and Physiology 2	Ⓢ	4		
<a href="#">RAD104</a> Radiologic Technology 2	Ⓢ	3	Spring only	
<a href="#">RAD105</a> Radiography Clinical Experience 2	Ⓢ	3	Spring only	X
<a href="#">RAD106</a> Radiologic Science	Ⓢ	3	Spring only	X
<a href="#">RAD107</a> Radiographic Anatomy & Positioning Lab 2	Ⓢ	2	Fall only	
<a href="#">RAD108</a> Radiography Summer Clinical Experience	Ⓢ	5	Summer only	X
<a href="#">CIS100</a> Information Technology and Its Applications	Ⓢ	3		X
<a href="#">RAD109</a> Radiographic Pathology	Ⓢ	3	Fall only	
<a href="#">RAD109</a> Radiologic Technology 3	Ⓢ	3	Fall only	
<a href="#">RAD110</a> Radiography Clinical Experience 3	Ⓢ	1	Fall only	X

1/2

Recommended Course Selection Sequence	Required	Credits	Course Offered	CPL Option
<a href="#">RAD201</a> Radiographic Anatomy & Positioning Lab 3	Ⓢ	2	Fall only	
<a href="#">PSYC001</a> Introduction to Psychology	Ⓢ	3		X
<a href="#">RAD206</a> Radiologic Technology 4	Ⓢ	3	Spring only	
<a href="#">RAD212</a> Radiography Clinical Experience 4	Ⓢ	4	Spring only	X
<a href="#">RAD213</a> Radiographic Anatomy & Positioning Lab 4	Ⓢ	2	Spring only	

**Total Program Credits:** 60

### Program Notes

- Special admissions requirement
- The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT)
- Fall start only
- Day program
- Required: National Background Check, MA COR, Drug Testing

### Campus Information

- Denver campus based

### Additional Graduation Requirements

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

### 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 national exam, students are prepared for entry level employment in radiologic technology.

Courses are listed in the recommended order you should take them.

BIO201 Anatomy and Physiology I and MATH101 Introduction to Statistics must be completed by the end of the first semester of the program.

Many courses have prerequisites 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.

- Ⓢ Required course for degree  
 X Course for alternative to other institution's program (CPL)  
 Course completion/credits prerequisites may be fulfilled through Credit for Prior Learning (CPL) Visit [www.northshore.edu/cpl](http://www.northshore.edu/cpl) for more information.



## **COURSE CONTENTS**

**PROGRAM:** Radiologic Technology Education  
**COURSE NAME:** Radiologic Technology 1  
**COURSE NUMBER:** RAD103  
**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:** RAD104  
**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:** RAD207  
**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:** RAD208  
**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:** RAD120  
**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 1  
**COURSE NUMBER:** RAD131  
**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 2  
**COURSE NUMBER:** RAD132  
**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:** Radiographic Pathology  
**COURSE NUMBER:** RAD150  
**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 the procedural and technical considerations when imaging someone with that type of pathology.

**PROGRAM:** Radiologic Technology Education  
**COURSE NAME:** Radiographic Anatomy & Positioning Lab 3  
**COURSE NUMBER:** RAD231  
**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 4  
**COURSE NUMBER:** RAD232  
**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 1  
**COURSE NUMBER:** RAD111  
**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 2  
**COURSE NUMBER:** RAD112  
**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:** RAD113  
**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:** Radiology Clinical Experience 3  
**COURSE NUMBER:** RAD211  
**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:** Radiology Clinical Experience 4  
**COURSE NUMBER:** RAD212  
**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 a cause for the student to be dismissed from the Radiologic Technology Program.

**NSCC – RAD TECH PROGRAM  
COMPETENCY EDUCATION SCHEDULE – MASTER PLAN**

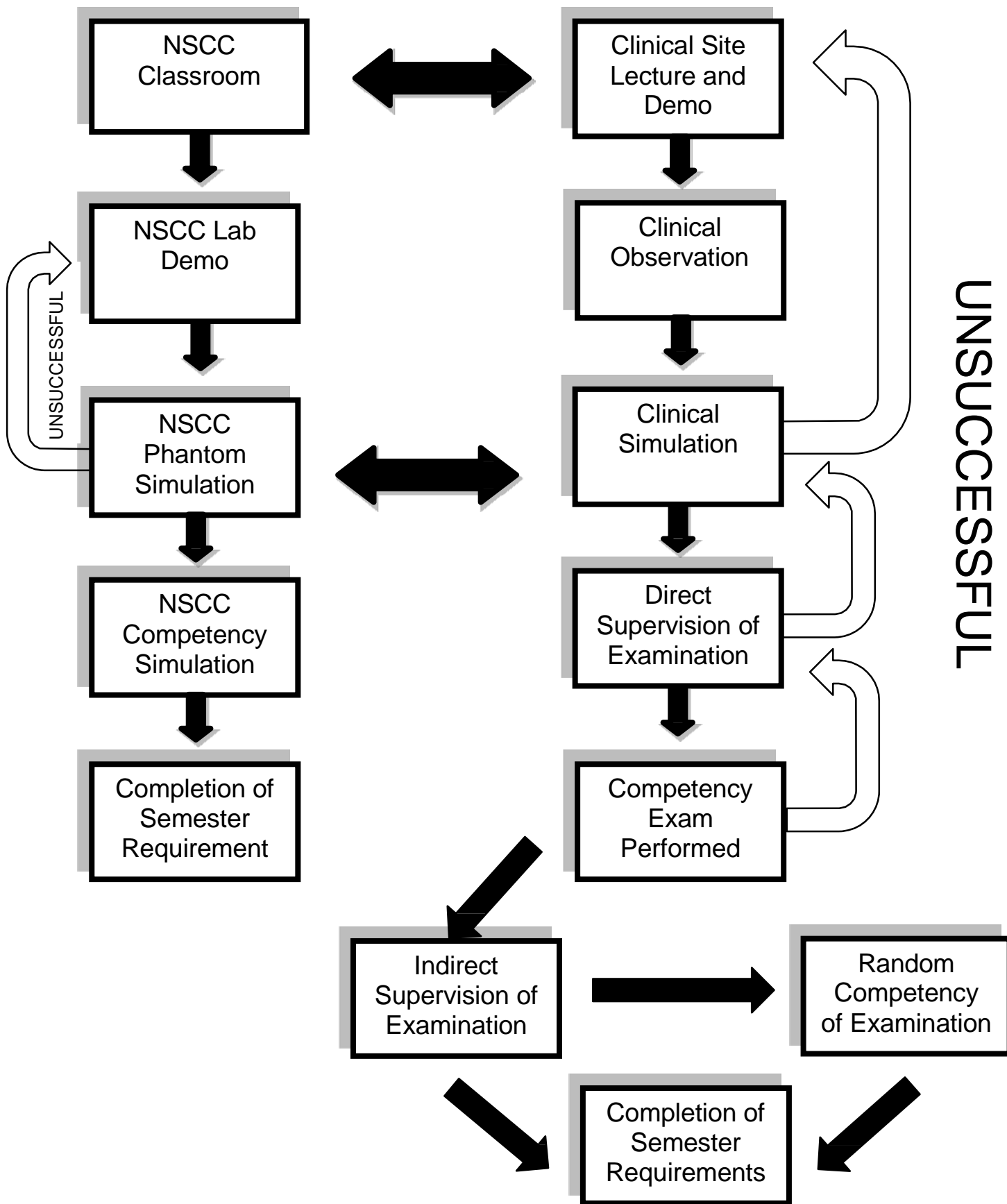
A MINIMUM OF FIFTY- ONE (51) RADIOLOGIC EXAM COMPETENCIES MUST BE PERFORMED FOR PROGRAM COMPLETION

(Updated 5/2023)

<p align="center"><b>PROGRAM BEGINS</b></p> <p align="center"><b>SEPTEMBER – DECEMBER</b></p> <p align="center"><b>RAD103, RAD111, RAD131</b></p> <p align="center">Medical Terminology Patient Care and Vital Signs Dept./Hospital Administration Front Desk Fluoroscopy Assistance Respiratory System (Chest X-Rays) Upper Extremity (Fingers/Hand/Wrist) Lower Extremity (Toes/Feet/Ankle) Abdomen (Abdomen X-rays)</p> <p align="center">5 competencies must be completed</p>	<p align="center"><b>JANUARY – MAY</b></p> <p align="center"><b>RAD104, RAD112, RAD132</b></p> <p align="center">Pharmacology Medical Ethics and Law Shoulder Girdle Lower leg, Knee, Femur Pelvis and Hip Bony Thorax (Ribs) Vertebral Column (C-spine, T-Spine, L-Spine)</p> <p align="center">10 competencies must be completed 5 Random competencies must be completed</p>	
<p align="center"><b>MAY – AUGUST</b></p> <p align="center"><b>RAD113</b></p> <p align="center">Upper GI and Lower GI Portable Radiography C-Arm and Operating Room Clinical Rotations Specialized patients (geriatric, pediatric and trauma)</p> <p align="center">15 Competencies must be completed</p> <p align="center">10 Random competencies must be completed</p>	<p align="center"><b>SEPTEMBER -DECEMBER</b></p> <p align="center"><b>RAD211 and RAD231</b></p> <p align="center">Cranium Facial Bones Sinuses Venipuncture Urinary System Biliary System Digestive System CT Rotations Uncommon Exams</p> <p align="center">10 Competencies must be completed</p> <p align="center">10 Random competencies must be completed</p>	<p align="center"><b>Program Ends</b></p> <p align="center"><b>JANUARY – MAY</b></p> <p align="center"><b>RAD212 and RAD232</b></p> <p align="center">Specialized Positioning Pediatric Imaging Critiquing X-Ray Images Diagnostic and Therapeutic Modalities (Interventional Radiography and Special Procedures, etc.) MRI Rotations Special Procedures Rotations Elective Rotations (Nuc. Med, US)</p> <p align="center">All remaining competencies must be completed</p> <p align="center">15 Random competencies must be completed.</p>

**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.



## 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

Updated 7/2022

Although currently, the Commonwealth of Massachusetts doesn't mandate the COVID Vaccine, students in a health profession program are **required** to have the vaccine and show proof of the vaccine.

Please be advised, 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, 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.

Proof of primary series and booster(s) is **due no later than July 10, 2023**.

### Medical/Religious Exemption

**Students** who cannot be vaccinated for COVID-19 because of a medical reason or religious belief may request an exemption through the College. **Exemptions or reasonable accommodations are not guaranteed.** Personal and philosophical reasons for not getting vaccinated are insufficient, and requests of this nature will be denied.

Individuals who wish to submit a medical exemption must provide a letter from either their MD, NP or PA that states administration of COVID-19 vaccine is likely to be detrimental to the individual's health. For religious exemption, students must state in writing how this vaccine conflicts with his/her/their religious belief.

### Falsifying Vaccination Records

As you may have read, there have been instances of people submitting falsified vaccination records to various institutions. This is fraud. We will be checking the veracity of any card that appears suspicious, and submission of a falsified card will result in disciplinary action.

## PROGRAM ORIENTATIONS

Updated 8/2022

All students are required to attend any and all scheduled program orientations held at the College and at their clinical affiliate. If an emergency occurs and the student cannot attend their orientation, they must contact the program director for orientations at the college or their clinical preceptor for orientations at the clinical site. Failure to properly notify the appropriate personnel and not attending their scheduled orientation can result in their dismissal from the Radiologic Technology program. There will be an attempt to reschedule the orientation, but there is no guarantee that the orientation can be rescheduled. Students will not be allowed to attend their clinical assignments until they have completed their clinical orientation. And students will not be allowed to use the x-ray equipment at the college until they have attended the radiation safety orientation in August.

## **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 three (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 seventy-two (72) hours during the summer. Failure to maintain contact with program faculty over the summer could lead to the loss of your seat in the program.

## **BLS FOR HEALTHCARE PROVIDERS**

Updated 8/2022

Students are required to be certified by the American Heart Association (AHA) in BLS for Healthcare Providers prior to beginning the R.T. Program. Since all of the clinical sites associated with our program use the AHA, we require 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 attend their clinical education.

## **PROFESSIONAL LIABILITY INSURANCE (MALPRACTICE)**

The State of Massachusetts currently provides liability insurance to the students within the Health Professions Division at North Shore Community College.

## **TRANSPORTATION**

Updated 8/2022

Students are responsible for providing their own transportation to the clinical site to which they are assigned or any other clinical assignment that may be arranged during the program.

## **COST OF ATTENDING**

See following pages (3) for cost breakdown.



# FALL 2023

## 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](http://www.northshore.edu/paying/financial-services)  
[sfs@northshore.edu](mailto:sfs@northshore.edu)

**PAYMENT DUE BEFORE 5PM** REGISTER 4/1-7/31: PAYMENT DUE *AUGUST 3*  
REGISTER 8/1-8/31: PAYMENT DUE *SEPT. 7*  
REGISTER AFTER 9/1: PAYMENT DUE *at time of registration*

### TUITION AND FEES

NSCC charges 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:

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

### ADDITIONAL Program Fee - Applied to the following programs:

<b>Program Fee by TERM</b>							
<b>\$450.00/term</b>	<b>NSG</b> Nurse Education	<b>OTA</b> Occupational Therapy Assistant	<b>PNR</b> Practical Nursing Certificate	<b>PTA</b> Physical Therapist Assistant	<b>RAD</b> Radiologic Tech	<b>RSP</b> Respiratory Tech	<b>SRT</b> Surgical Tech Degree
<b>\$325.00/term</b>	<b>VET</b> Veterinary Tech						
<b>\$225.00/term</b>	<b>MAC</b> Medical Assisting Certificate						
<b>\$175.00/term</b>	<b>FNS</b> Funeral Service						
<b>\$100.00/term</b>	<b>ASC</b> Animal Care Specialist Certificate			<b>ASD</b> Animal Care Specialist			
<b>\$50.00/term</b>	<b>EST</b> Engineering Science						
<b>\$25.00/term</b>	<b>EDT, ECD, ITC</b> Early Childhood Program	<b>DAD, HSD</b> Human Services Program	<b>PAC</b> Paralegal Certificate	<b>PAD</b> Paralegal Program	<b>HUD</b> Horticulture Program	<b>HRC</b> Horticulture Certificate	
<b>Program Fee by COURSE</b>							
<b>\$25.00/course</b>	<b>GDC</b> Graphic Design Certificate		<b>GDD</b> Graphic Design – Print		<b>IMD</b> Graphic Design – Integrated Media		

(OVER)



Student Financial Services  
1 Ferncroft Road  
Danvers, MA 01923-0840

978-762-4189

[www.northshore.edu/paying/  
financial-services](http://www.northshore.edu/paying/financial-services)

You may find more details about NSCC's Student Financial Services at our web site.

**Please feel free to contact us with any questions.** Staff are available to help students and their families determine the best payment option to finance their education at NSCC.

## FALL 2023 Tuition and Fees for credit courses (continued)

### OTHER CHARGES

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

### 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)

	Enrollment period	1st payment	Enrollment fee	Remaining payments			
<b>Plan 1</b>	7/1/23 to 7/15/23	20% of total balance	\$40	8/3/23	9/3/23	10/3/23	11/1/23
<b>Plan 2</b>	7/16/23 to 8/3/23	25% of total balance	\$40	9/3/23	10/3/23	11/1/23	N/A
<b>Plan 3</b>	8/4/23 to 9/7/23	33.3% of total balance	\$40	10/3/23	11/1/23	N/A	N/A

### ADDITIONAL FEES

Fee Type	Fee Amount
Non-refundable payment plan enrollment fee (only apply to students who sign up for payment plans)	40
Returned check fee (each returned check)	\$25

### 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](http://www.gallagherstudent.com/nscc)

For more information, please check the Health Insurance page on the Student Financial Services page [www.northshore.edu/paying/cost/health-insurance.html](http://www.northshore.edu/paying/cost/health-insurance.html)

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

Health Insurance	Fall 2023	Annual Cost	\$3,461.00 (September 1, 2023 to August 31, 2024)
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### 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 e-mail each time a new billing statement becomes available. These authorized users can also make payments on-line via check or credit card. For more information on these convenient services, please go to [northshore.edu/paying/cost/payment-options.html](http://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.

6/21/23

## **ADDITIONAL COSTS**

Updated 7/2022

Uniforms (approximately)	\$100.00/2 yrs.
Books (approximately)	\$700.00/2 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 IMMUNIZATION**

Candidates for admission must provide satisfactory evidence of compliance with the immunization requirements specified by the Massachusetts Department of Public Health. Those requirements can be found here: <https://www.mass.gov/info-details/school-immunizations> and on the Health Form that is mailed to all accepted students.

Students must submit the required completed health immunization form to be enrolled in the Radiologic Technology Program as listed below.

## **HEALTH AND IMMUNIZATION REQUIREMENTS**

1. COVID-19 vaccination record for the COVID-19 vaccine primary series and booster(s)..
2. Two (2) doses of live MMR: Measles (Rubeola), Mumps, German Measles (Rubella) or positive blood test/titers.
3. One (1) dose of Adult Tdap after 2005. Must update Tdap/TD (tetanus) if Tdap is  $\geq$  to 10 yrs. old.
4. Hepatitis B positive immune blood test/titer OR two (2) or three (3) dose series AND positive immune blood test/titer report.
5. If Hepatitis B blood test/titer is negative (not immune), then must seek booster OR repeat 2<sup>nd</sup> series Hep B vaccine and re-test blood test/titer one month following booster or series.
6. Two (2) doses of Chicken Pox (Varicella) or positive blood test/titer report (Hx: chicken pox disease unacceptable).
7. One (1) dose meningococcal vaccine (MenACWY) on/after 16<sup>th</sup> birthday or waiver (ONLY students 21 years or younger).
8. 2023-2024 Seasonal Influenza documentation prior to 10/30/2023.
9. IGRA-serology (Quantiferon Gold or T-SPOT) blood test (preferred) OR 2-step TST (Tuberculin Skin Test) documentation due between 06/01/2023 and 06/30/2023.



## **Section 3**

### **School and Classroom Policies**

## **STUDENT INDIVIDUAL BEHAVIOR POLICY**

Updated 7/2022

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. 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**

Updated 7/2022

Mastery of the didactic portion of the Radiologic Technology Program takes hard work, study and concentration. The faculty have spent many hours preparing the information to present to the students. In order to ensure a positive learning experience, the classroom environment must be characterized by order, civility and mutual respect between each student and the course's professor.

Students are expected to arrive to class on time and be ready to participate. Students should refrain from leaving 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**

Updated 7/2022

Students are encouraged to attend every class. If a class is regularly scheduled to meet twice (2) a week, a five (5) point deduction from the student's final grade will occur after two (2) absences. If a class is regularly scheduled to meet once (1) a week, the five (5) point deduction from the student's final grade will occur after one (1) absence. 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 Academic and Student Development to inform them of their situation. The student will not be allowed to return to school until the Dean of Academic and Student Development grants them permission to return. The Dean of Academic and Student Development 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 positive 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 (5) 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 ten (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 preceptor. 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**

Updated 7/2022

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 Registrar's Office. It is the student's responsibility to officially withdraw from all registered Radiologic Technology courses. Withdrawal from the courses can be conducted online through MyNorthShore - Navigate 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. Withdrawing students must set up a time with the clinical preceptor 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, when the issuance of a failing grade by a faculty member for academic dishonesty results 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 practical, 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 is always 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 uses 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 laws.
- Any attempt to breach system security, damage files or any use that causes interference with or disruption to 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 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 networking 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**

Updated 7/2022

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

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

## **GRADING SYSTEM**

The faculty will award the following grades to students.

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

## **REQUIRED PASSING SCORE**

Updated 5/2023

A score of seventy-five (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 seventy-five (75) in any of these courses is cause for the student to be dismissed from the Radiologic Technology Program.

All general education courses required by the Radiologic Technology Program require a C grade.

For clinical grades, an eighty (80) must be achieved on the student's competency grade at clinical. Clinical grades are calculated by combining the student's assignment/exam grade, performance evaluation grade, and competency grade. Regardless of what the overall grade is, if the competency grade is lower than an eighty (80), that student has not passed the essential skills required at clinical and has failed the semester. A competency score of less than eighty (80) will lead to a student's dismissal from the Radiologic Technology Program. For more detailed information about clinical grades see pages 59-60.

## **STUDENT ADVISING**

Updated 7/2022

Students will meet with their advisor at the midpoint of each semester. The purpose of student advising is to plan out the student's courses to ensure they follow the program's order of curriculum and to finish the program's required courses at the end of twenty-one (21) months. Advising will discuss which courses the student needs to register for in the next semester as well as plan when any non-radiology courses are to be completed.

Advising is a good way for faculty to gauge the student's perceptions of their performance and what their thoughts are of the classes and clinical. Faculty will also be able to determine if there are any problems preventing a student's success.

The program director and clinical coordinator are the acting student advisors. Each class is assigned an advisor at the beginning of the program and that advisor follows the class until they graduate.

Advising notes are often documented using the program's guided pathway and advising note sheets. Faculty are encouraged to use Navigate, the college's academic/advising software to document their meeting and any relevant information needed for future meetings.

## **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/they 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/their 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 affect 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. Here is the link to the Sexual Harassment policy on North Shore Community Colleges website: <https://northshore.smartcatalogiq.com/en/current/credit-catalog/student-handbook/code-of-conduct/>

## **THE DISMISSAL PROCESS**

Updated 7/2022

Students can be dismissed for repeated policy violations or offenses that place patient 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. They must set up a time with their clinical preceptor to clean out their locker. Failure to return their badges and clean their 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. Students who are dismissed are not eligible for readmission and must re-apply to the program and start from the beginning. Depending on the severity of the infraction, the student may not be eligible to re-apply to the program. Decisions about the student's ability to re-apply to the program 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 seventy-five (75) in any of the RAD courses or on the competency evaluation portion of the clinical semester grade.
2. Receiving three (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**

Updated 7/2022

The function of the Review Board is to interview all students experiencing any of the following:

- Academic difficulty; (a mid-term average score of below seventy-five (75) in any of the professional courses).
- A score below seventy-five (75) on the student performance evaluation at clinical.



- Excessive absences or tardiness.
- Improper dress at clinical.
- Behavior or attitude problems.

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 situation, the review board may decide to have the student return to the program without restrictions, or 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 Preceptor, 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 three (3) business days.
3. If the parties cannot resolve the grievance, the student should file a written statement to the Division Dean within forty-eight (48) hours. The Division Dean will respond to the student within five (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/they has been discriminated against due to his/her/their 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 Justine Caron - Chief People & Culture Officer - jcaron@northshore.edu or 978-762-5470.

## **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 go 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 at 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 two (2) weeks' notice cannot be guaranteed.

## **RECOMMENDING CHANGES TO THE HANDBOOK**

Updated 7/2022

1. Students wishing changes or having suggestions for the betterment of the Program can submit ideas and suggested 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 Policies**

## **CLINICAL STATEMENT**

Updated 7/2022

The student is privileged to complete the clinical requirements of the program at the clinical sites partnering with NSCC and should always act in a manner that conforms to the clinical organizational standards. Students are expected to follow the rules and regulations of the clinical site with which they are affiliated.

The Policy and Procedure Manual outlines many of the required practice standards of the affiliated clinical sites. The student should also inquire at his/her/their assigned clinical site as to the rules and regulations that are specific to that site.

## **CLINICAL RULES AND REGULATIONS**

Updated 7/2022

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 clinical site and should always act in a manner that conforms to the clinical site's standards.

This Policy and Procedure Manual outlines many of the required practice standards of the affiliated clinical sites. The student should also inquire at his/her/their assigned clinical site as to the rules and regulations that are specific to that site.

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 a.m. Clean and straighten out the room if necessary and stock the room with the needed supplies.

If you are required to attend a class at one (1) clinical site and then drive to another 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.

## **CLINICAL WAIVER FORM**

Updated 7/2022

Students are required to fill out a Clinical Waiver Form before they are allowed to participate in their clinical assignment. This form is part of the required paperwork discussed at orientation and must be uploaded into CastleBranch by the designated due date. A copy of this form can be found in Section Six (6) of this book.

## **CLINICAL EDUCATION SITES AND PRECEPTORS**

Updated 7/2022

Students in the Radiologic Technology Program at North Shore Community College will be affiliated with one (1) hospital for the two (2) year period of their clinical internship. North Shore Community College is proud to be affiliated with a number of reputable hospitals. Each site has a dedicated Clinical Preceptor. For further information, please see pages 7-8.

## **CLINICAL SCHEDULE**

The Radiologic Technology Program has been designed to educate a diagnostic radiologic technologist within five (5) academic semesters. This includes two (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. The program director, clinical coordinator and clinical preceptor must approve all changes before they can be implemented.

Freshman students attend clinical on Tuesday and Thursday. 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 forty (40) hours per week. Freshman students are also required to spend twelve (12) weeks of the summer between their Freshman and Sophomore year at their clinical affiliate site for the equivalent of forty (40) hours per week.

## **PROFESSIONAL CONDUCT AT CLINICAL**

Students are expected to maintain 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 preceptor or any other radiographer commensurate with their capabilities.
7. Students must take directions from those individuals that have been designated by the clinical preceptor.
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 online. More details will be provided during RT orientation. 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 stud 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.

## **IDENTIFICATION BADGES**

Students are required to wear appropriate identification at 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. If an 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.

## **HIPAA AND CONFIDENTIAL INFORMATION**

Updated 7/2022

The Health Insurance Portability and Accountability Act of 1996 (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.

All patient and hospital records are confidential in nature. Requests for information concerning a patient should be referred to the clinical preceptor 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.

## **STUDENT SUPERVISION POLICY**

Updated 7/2022

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. Students must read and sign this policy before they will be allowed to attend clinical. The signed policy must be uploaded into CastleBranch by the designated due date. A copy of the Student Supervision Policy can be found in in section six (6) of this book.

You are not permitted to perform any examinations that you have not had instructions for by the clinical preceptor 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.

## **REPEAT EXAMS**

Updated 7/2022

Any examination that must be repeated must be done so with the direct supervision of a registered Radiologic Technologist. Even if that student has previously shown competency for that exam.

The decision to repeat a radiograph should always involve the student. Second year students should be able to identify images that need repeating, but a registered technologist must approve the repeat.

A Registered Technologist must remain present when the repeat is performed.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Updated 7/2022

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 shave.

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.

## **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.

## **HOLDING PATIENTS AND/OR IMAGING RECEPTORS 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.

## **PREGNANT PATIENTS**

Updated 7/2022

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

## **LEAD PROTECTION FOR STUDENTS**

Updated 9/2022

Lead aprons and thyroid shields are to be worn at all times when the student is in a room where fluoroscopic and C-arm procedures are taking place. Radiation monitors must be worn at all times and should be clipped on the outside of the thyroid shield when wearing lead protective apparel.

When performing portable exams students are required to wear lead aprons during exposure. However, if the student can stand a minimum of 9 feet or 2.7 meters away during exposure, the lead apron may be optional. (Massachusetts 105 CMR 120.000 The Control of Radiation 120.406: Diagnostic X-ray Systems)

## **LEAD PROTECTION FOR PATIENTS**

Updated 5/2023

The clinical sites affiliated with NSCC do not require gonadal shielding for their patients. These changes have been approved by the American College of Radiology (ACR), the National Council of Radiation Protection and Measurement (NCRP), and the designated radiation safety officers at each clinical site.

Students should be familiar with the specific shielding policies of their clinical site. They should also know that there may be circumstances where shielding is still utilized. Examples of these circumstances include, but not limited to:

- a. When a person, such as a parent or health aide, needs to be in the room to hold the patient.
- b. The patient is pregnant.
- c. If a patient requests shielding and it will not interfere with the exam.

## **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**

Updated 7/2022

All accidents that occur while on clinical assignment resulting in real or potential injury to a student, patient, hospital personnel, and/or damage to equipment, must be reported immediately to the Clinical Preceptor and Program Director. It will be up to the clinical preceptor or department management to determine if the situation needs to be reported to the clinical site's safety officer. Some situations may require an investigation to determine the cause of the accident and to see if any training and/or policy/procedural changes need to be made.

## **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 and tablets.



## **CLINICAL WORK BREAKS**

Updated 7/2022

Clinical sites are required to allow students to take a mandatory thirty (30) minute break for lunch and an optional fifteen (15) minute break during their clinical assignment. All clinical sites have a designated area where food can be purchased, stored and consumed.

## **CLINICAL/FIELDWORK CANCELTION 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 7:00a.m.

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 canceled) 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 canceled) 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 canceled) 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.

## **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 the 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.

## **RADIOLOGIC PROTECTION**

### **RADIATION MONITORING BADGE POLICY**

Updated 9/2022

**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 students to 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 5000 mrem (of 50 mSv) in any single year. In order to utilize the dosimeter 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 college's 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 their 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 AND MONITORING POLICY**

Updated 9/2022

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's energized lab or to work in an exam room at their clinical site.

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 and shielding) of Radiation Protection.
  - b. Providing shielding correctly, as the exams allows.
  - 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 receive two (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-monitoring 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 they report 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 assignments 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 40 mrem (0.40 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 Radiation Safety Officer 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 their 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.

## **MRI SAFETY POLICY**

Updated 6/2023

The MRI 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 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
- Mobile phones or electronic devices
- 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.

## **MRI ORIENTATION FOR OBSERVATION**

Updated 9/2022

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 MRI Safety Training for Level 1 Personnel video. [https://youtu.be/l\\_axmqZl22c](https://youtu.be/l_axmqZl22c)
- 2) Review 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 6 of this handbook.

## **TIME AND ATTENDANCE**

### **TARDINESS POLICY**

Updated 5/2023

Students arriving to their clinical affiliate hospital any time after 7:30 a.m. but before 8:30 a.m. will be considered tardy. Students who will be late must call the clinical preceptor as soon as possible. Email is not acceptable. Failure to do so by 8:00 a.m. 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 (1) per semester. Students arriving after 8:30 a.m. will be considered absent and will have to use Time Off. Students who are tardy may not use Flex Time. Students who go to the wrong clinical site will be considered tardy.

### **TIME OFF**

Updated 1/2023

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 (Three (3) absences for the Spring semester of the first year). An exception to this is 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 a positive COVID test, students must contact the Dean of Academic and Student Development at [deanofstudents@northshore.edu](mailto:deanofstudents@northshore.edu) to inform them of their situation. The student will not be allowed to return to clinical until the Dean of Academic and Student Development grants them permission to return and they meet the requirements of the clinical site's return to work protocol. The Dean of Academic and Student Development and the clinical preceptor 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 proof of a positive 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 are expected to follow the call out procedures set by their clinical preceptors. In general, students who are unexpectedly absent for any reason, must call their scheduled clinical site before 7:30 a.m. (or the start of their shift) on the day they will be absent and speak to their clinical preceptor or designee. Students who have scheduled a day off in advance with their clinical preceptor do not need to call or email the department on the day of their day off. It will be the clinical preceptor's responsibility to inform the department of the student's absence.

## **NO CALL NO SHOW**

A student who does not notify their clinical preceptor that they will be late before 8:00 a.m. or misses an entire clinical day without prior approval from the clinical preceptor 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 Preceptor. The student must reaffirm his/her/their 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**

Updated 1/2023

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 twenty-four (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 should be approved at least one (1) day in advance with the Clinical Preceptor. Flex Time may not be used in place of time owed for "make-up" or for tardiness.

## **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 (3) weeks during January Intersession (Freshman) and three (3) months during the first summer. At the hospital, students are allowed one (1) common week per year to be decided upon by the clinical preceptor 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 two (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 preceptor. 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/their 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 (1) 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 (4) consecutive days (two (2) class days and two (2) 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/they 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 preceptor and the student. This additional time will allow the student to complete the semester's competency requirements.

## **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 (1) 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 preceptor. 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 preceptor, 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 preceptor 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 4, the student must be aware of the following:
  - A. The student will receive an IP (in progress) grade for Radiography Clinical Experience 4 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 obtained from the Program Director.

## **CLINICAL GRADES**

### **STUDENT CLINICAL EVALUATION**

The student's clinical grade is determined by three (3) subcategories: Clinical Classroom Assignments and Exam Grades, Student Performance Evaluations, and the Competency/Random Grades. Each section will be worth one-third (1/3<sup>rd</sup>) 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 seventy-five (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 seventy-five (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 Preceptor what they observed or witnessed in certain situations. Students will be expected to complete all written assignments required by their Clinical Preceptor. 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).

The student is 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 any reason, they must notify their instructor before the exam is given to the class. If the student is allowed to make up the exam, (10) points will be deducted from the exam score for every day the exam is missed. Assignments must be passed in on the due date or (5) points will be deducted if it is one day late and a grade of (0) given if over one day late.

Exam grades will account for one-third (1/3<sup>rd</sup>) of the student's clinical grade.

### **STUDENT PERFORMANCE EVALUATIONS**

Most semesters will have two (2) 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 6.

The student performance evaluation will account for one-third (1/3<sup>rd</sup>) of the student's clinical grade.



## **CLINICAL COMPETENCY REQUIREMENTS POLICY**

Updated 5/2023

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 an eighty (80) 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 grade and the passing grade will not. The passing competency grade is only recorded to show 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 preceptor 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 zero (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 Program Length Extension Policy contact the Program Director. 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've 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 ARRT, but their grade of zero (0) will be used to calculate their competency grade.

## **CALCULATING COMPETENCY GRADES**

Updated 5/2023

Competency grades are used to measure a student's performance while performing radiographic examinations. An overall competency grade of eighty (80) is required to pass all clinical competencies. A clinical competency grade requires a licensed technologist or clinical preceptor to fill out the corresponding tech comp worksheet found in Trajecsyst. The tech comp worksheet grades the observed behavior and actions of the student while performing a particular competency. If the tech comp score is eighty (80) or greater the student has passed that competency and the clinical preceptor is notified. The clinical preceptor will then complete a CI (clinical instructor) competency form found in Trajecsyst which grades the student's overall image quality and knowledge of relevant anatomy. The average of the scores of these two competency forms will make the final competency grade. Only after both the tech comp and the CI comp are completed will a student be allowed to perform an examination without direct supervision.

If a student does not receive an eighty (80) or greater on their tech comp, they have failed that competency and no CI comp will be completed. The grade of the tech comp will be entered in as their competency grade for that examination. The student will not be recognized as being competent in that exam and must attempt to re-comp on that exam within the same semester. Since the student has failed the competency they are still required to perform that exam under direct supervision. Only after the successful completion of both the Tech and CI competency will the student will be able to perform the exam with indirect supervision. If the student passes their tech comp on the second attempt the CI comp will then be completed, but the score will not be recorded. This will document that the exam has been viewed by the clinical preceptor which is required when determining if a student has completed their competencies at the end of the program. If they fail a second time, the student received a zero (0) and retraining must be documented.

As stated above the tech comp and the CI comp are averaged together to make the final competency grade. Passing their tech comp and failing the CI comp for not knowing the relevant anatomy could also lead to a failing grade. If this occurs the student will need to perform the entire competency over and the

above policy will be followed.

Repeated images due to student error will result in a five (5) point deduction off their tech comp grade. All repeated images should be logged into the student's daily log in Trajecsys documenting the reason for the repeat. Since Trajecsys cannot calculate deductions for repeated images, students should not rely on Trajecsys for their competency grade. They are encouraged to ask their clinical preceptor for their latest grade.

The passing grade for clinical courses will remain at 75, but the competency portion of that grade must be an eighty (80) to pass.

## **RANDOMS**

Updated 5/2023

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 preceptor 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 first (1<sup>st</sup>) year. In that semester, five (5) random competencies are required and only the clinical preceptor can decide which exams can be used as a random competency. All semesters after require ten (10) random competencies and the students are allowed to select five (5) of the exams. No additional randoms may be performed to increase a student's grade.

If a student scores below an eighty (80) 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**

Updated 5/2023

The competency grade includes both the ARRT competencies and the Random competencies. **Regardless of the overall clinical grade, a total competency grade of an eighty (80) or better is required to remain in the program.** The scores of these competencies will account for one-third (1/3<sup>rd</sup>) 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 if it is allowed by the ARRT. 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 this and the next 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**

Updated 5/2023

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. The midterm milestones are as follows: First-year fall 1, First-year spring 3, Summer 5, Second-year fall 3, Second-year spring half of the remaining competencies.

Student performance evaluations will also be completed at midterm. Students must receive a grade of seventy-five (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 preceptor to discuss their lack of progress and outline what needs to be done in order to show improvement.

## **FINAL SEMESTER REQUIRED COMPETENCIES**

Updated 5/2023

Along with finishing their competency requirements within the last semester, students will also be required to demonstrate competency in fifteen (15) selected exams. These exams have been chosen by college faculty and the clinical preceptors who believe that competent radiographers should be able to perform these exams. If a student has already demonstrated competency in one of these exams they are required to complete a random competency instead. If at the end of the semester a student has not performed one of these exams they may simulate on that exam. However, if it is known they had access to perform the exam earlier in the semester and decided not to perform it, they will receive a zero (0). All ARRT competency requirements must be met by the end of the semester.

The required competencies are:

Stretcher Chest	Portable Chest	Cervical Spine
Abdomen	Portable Abdomen	Lumbar Spine
Ribs	Portable Orthopedic	Any Head Exam
Trauma Upper or Trauma	Any C-Arm Case	Shoot-thru Hip
Shoulder		
Trauma Lower	UGI or BASW	Pediatric Chest

## GENERAL PATIENT CARE PROCEDURES

Candidates must be CPR/BLS certified and have demonstrated competence in the nine (9) patient care procedures listed below. The procedures should be performed on patients whenever possible, but simulation is acceptable if state regulations or institutional practice prohibits candidates from performing the procedures on patients.

<b>General Patient Care Procedures</b>	<b>Date Completed</b>	<b>Competence Verified By</b>
CPR/BLS Certified		
Vital Signs – Blood Pressure		
Vital Signs – Temperature		
Vital Signs – Pulse		
Vital Signs – Respirations		
Vital Signs – Pulse Oximetry		
Sterile and Medical Aseptic Technique		
Venipuncture		
Assisted Patient Transfer (Slide Board, Mechanical Lift, Gait Belt, etc.)		
Care of Medical Patient Care Equipment (i.e. Oxygen tank, IV Tubing, etc.)		



**4.2.2 Imaging Procedures (continued)**

Imaging Procedures	Mandatory or Elective		Eligible for Simulation	Date Completed	Competence Verified By
	Mandatory	Elective			
<b>Chest and Thorax</b>					
Chest Routine	X				
Chest (Wheelchair or Stretcher)*	X				
Ribs*	X	X	X		
Chest Lateral Decubitus		X	X		
Sternum		X	X		
Upper Airway (Soft-Tissue Neck)		X	X		
SC Joints		X	X		
<b>Upper Extremity</b>					
Thumb***	X		X		
Finger	X		X		
Hand	X				
Wrist	X				
Forearm	X				
Elbow	X				
Humerus	X		X		
Shoulder	X				
Clavicle	X		X		
Scapula			X		
AC Joints			X		
<b>Trauma:</b> Shoulder or Humerus* (Scapular Y, Transthoracic or Axial)*	X				
<b>Trauma:</b> Upper Extremity (Non-Shoulder)*	X				
<b>Lower Extremity</b>					
Toes		X	X		
Foot	X				
Ankle	X				
Knee	X				
Tibia/Fibula	X		X		
Femur	X		X		
Patella		X	X		
Calcaneus		X	X		
<b>Trauma:</b> Lower Extremity*	X				



**4.2.2 Imaging Procedures (continued)**

Imaging Procedures	Mandatory or Elective		Eligible for Simulation	Date Completed	Competence Verified By
	Mandatory	Elective			
<b>Head (must choose one)*<sup>IV</sup></b>					
Skull		X	X		
Facial Bones		X	X		
Mandible		X	X		
TMJ Joints		X	X		
Nasal Bones		X	X		
Orbits		X	X		
Sinuses		X	X		
<b>Spine and Pelvis</b>					
Cervical Spine*	X				
Thoracic Spine	X		X		
Lumbar Spine*	X				
Cross-Table Lateral Spine	X		X		
Pelvis	X				
Hip	X				
Cross-Table Lateral Hip*	X		X		
Sacrum/Coccyx		X	X		
SI Joints		X	X		
Scoliosis Series		X	X		
<b>Abdomen</b>					
Abdomen Supine	X				
Abdomen Upright	X		X		
Abdomen Decubitus		X	X		
IVU		X			



**4.2.2 Imaging Procedures (continued)**

Imaging Procedures	Mandatory or Elective		Eligible for Simulation	Date Completed	Competence Verified By
	Mandatory	Elective			
<b>Fluoroscopic Studies</b> (choose two)					
Upper GI* **	X				
Barium Enema		X			
Small Bowel Series		X			
Barium Swallow (not modified BASW)		X			
Cystography		X			
ERCP		X			
Myelography		X			
Arthrography		X			
Hysterosalpinogram		X			
<b>Mobile C-Arm Procedures*</b>					
C-Arm Procedure (2 projection)	X		X		
Surgical Procedure (Sterile Field)	X		X		
<b>Mobile Radiographic Studies</b>					
Chest*	X				
Abdomen*	X				
Upper or Lower Extremity	X				
<b>Pediatric Patient</b> (6 or younger)					
Chest Routine*	X		X		
Upper or Lower Extremity		X	X		
Abdomen*		X	X		
Mobile Study		X	X		
<b>Geriatric Patient</b> (65 plus and Physically or Cognitively Impaired as a Result of Aging)					
Chest Routine	X				
Upper or Lower Extremity	X				
Hip or Spine		X			
<b>Subtotal</b>					
Total Mandatory Exams Required	<b>39 (38 + one head exam)</b>				
Total Exams Required	<b>15</b>				
Total Number of Simulations Allowed	<b>10</b>				

\*These exams must be comped on (regular or random comp) during the last semester of the program.

\*\*NSCC requires an UGI to be completed.

\*\*\*ARRT only requires finger or thumb but NSCC students are required to perform both finger and thumb.

IV- NSCC requires 1 head exam to be completed.



## **CLINICAL DATA COLLECTION**

### **TRAJECSYS**

Students will be required to register with 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, log exams, track competencies, and view their performance evaluations.

### **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.

### **DAILY LOGS - TRACKING RADIOLOGY EXAMS**

Updated 5/2023

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 may result in disciplinary action.

### **TRACKING REPEATED EXAMS**

All student repeat radiographs must be recorded in Trajecsys by the student.

## **DISCIPLINARY ACTION**

### **VERBAL WARNING**

Updated 5/2023

When student behavior or performance shows an area for improvement the preceptor will discuss the situation with the student. The discussion should include the behavior observed, the reason why that behavior needs to change, and the consequences if their behavior or performance does not improve. Examples of appropriate behavior will also be shared. These conversations should be documented by the preceptor in order to record the conversation and to record the student's progress in changing their behavior. This documentation may be used to support future disciplinary action.

### **DISCIPLINARY ACTION FORMS**

Updated 5/2023

Disciplinary Action Forms will be used to document any behavior:

- that violates handbook policy.
- is considered unprofessional, or unethical.
- that jeopardizes patient safety.

If a student's behavior has not improved after a verbal warning or if the behavior is serious in that it could affect a person's care/safety or damage to equipment or degrade the department/programs reputation a disciplinary action form needs to be completed. 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 student from their facility at any time because of their behavior). The student will be required to attend a review board hearing to determine his/her/their status in the program. If the student is allowed to remain in the

program, any time missed from clinical during the suspension must be made up by the student by the end of the semester.

A copy of the disciplinary form can be found in Section 6 of this book. For serious issues, the student may be sent home and suspended from clinical until an investigation can take place. When this happens, the program director should be notified immediately. If the incident could affect the student's standing in the program, it should be documented on the form that an investigation will take place and that there will be a meeting with the Review Board.

Clinical Preceptors should investigate and write up a Disciplinary Action Form as soon as possible following an incident.

## **GROUNDINGS FOR SUSPENSION/DISMISSAL**

Students may be suspended or dismissed from the program at any time for violation of any one of the grounds listed below. They are, but not limited to:

1. Grade below seventy-five (75) in any of the RAD courses or an eighty (80) on the competency evaluation portion of the clinical semester grade.
2. Receiving three (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**

Updated 7/2020

Examples of communicable diseases include: coronavirus, norovirus, influenza, infected skin lesions, rash, pharyngitis, strep throat, etc.

The student radiographer must report any positive test result or suspected symptoms of a communicable disease to the program director or clinical coordinator as well as their clinical preceptor. In certain circumstances, positive test results must be reported to the Dean of Academic and Student Development of the college. The college will announce when this procedure is required. The clinical preceptor will be responsible for determining if their Employee Health Department needs to be contacted. In certain circumstances, the student's return to clinical will be dependent on the clinical site's return to work policies for that particular communicable disease.

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

Depending on the communicable disease, the requirements to return to school and/or clinical will be different. The following are examples of some of the conditions that need to be met in order for the student to return. The student should meet with the program director or clinical coordinator to discuss the requirements in order to come back. Depending on the type of communicable disease, medical clearance may require testing to show that the student no longer has the virus or is no longer contagious.

- The Dean of Academic and Student Development or the clinical site's Employee Health Department has cleared the student to return.
- The student is able to provide documentation from their physician stating the student is no longer contagious and may return to the college or clinical without restrictions.
- The student's symptoms have subsided for at least twenty-four (24) hours.

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

## **STUDENTS WITH ENTERIC DISEASE**

Updated 7/2020

Indications of Enteric Diseases are: Norovirus, Salmonella, Shigella, Amebic Dysentery, Campylobacter, Giardia and Yersinia.

Students with acute diarrheal illness that is accompanied by other symptoms such as fever, vomiting, or lasts longer than twenty-four (24) hours must notify their clinical preceptor and not attend clinical.

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

Students with acute diarrheal illness that is severe, is accompanied by other symptoms such as fever and vomiting, or lasts longer than twenty-four (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**

Updated 7/2020

Indications are: pharyngitis, impetigo, wound, boils, MRSA, etc.

1. The diagnosis of a clinical infection must be established by the student's primary care physician or by an appropriate culture.
2. Dismissing a student from clinical prior to the results of the cultures will be at the discretion of the clinical preceptor and/or program director.
3. The student should not attend clinical for a period of twenty-four (24) hours following the initiation of appropriate therapy for culture confirmed Group A hemolytic streptococci infections, forty-eight (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 RADIOLOGIC TECHNOLOGY STUDENT**

If a female student becomes pregnant while enrolled in the North Shore Community College Radiologic Technology Program, she is under no obligation to declare her pregnancy status, but does have the option to voluntarily inform program officials of her pregnancy.

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

If the student does decide to voluntarily declare her pregnancy status, she must fill out the form entitled "Voluntary Declaration of Pregnancy for Radiologic Technology Students" in Section 6. 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 (0.5 mSv per month) pose no measurable increased risk factor to the developing fetus. Information on page 72 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 the Effects on the Embryo/Fetus from Exposure to radiation and I have read the above pregnancy policy, understand its content and agree to comply with it.

Name: \_\_\_\_\_  
Print Clearly

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

The following documentation comes from a National Academy of Sciences (NAS) Biological Effects of Ionizing Radiation (BEIR) Report.

## EFFECTS ON THE EMBRYO/FETUS OF EXPOSURE TO RADIATION AND OTHER ENVIRONMENTAL HAZARDS

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 causal 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 were 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 10mGy.

#### 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. The dose received by the embryo/fetus apparently would have 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 and 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**

Updated 1/2021

The following plan of action is to be implemented whenever there is a situation or event that affects the college or clinical site. Examples of a situation include emergencies such as fire, natural disaster, severe weather events, facilities emergency, armed intruder, bombing, and pandemic. However, it could also include events where a faculty member is unexpectedly unable to fulfill their teaching duties.

### **ESTABLISH YOUR SAFETY**

Updated 1/2021

If faculty and/or 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.

### **EMERGENCY COMMUNICATIONS AT THE CLINICAL SITES**

Updated 1/2021

If you are at a clinical site you must communicate with your clinical preceptor(s).

If you are at one of the off-site clinical locations (Lynn Community Health Center, Addison Gilbert Hospital, Lahey Outpatient Center at Danvers) you should attempt to communicate with your clinical preceptor at the off-site and the clinical preceptor at Salem Hospital or Lahey Beverly Hospital.

If the clinical preceptor is not available, students should communicate with the lead technologist(s). The program director will communicate with the clinical preceptors or the lead technologist(s) at Salem Hospital and/or 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 COMMUNICATIONS AT NORTH SHORE COMMUNITY COLLEGE**

Updated 1/2021

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**

Updated 1/2021

The emergency messaging system is 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 (1) 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 the 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 PROCEDURES FOR FACULTY AND STUDENTS**

Updated 1/2021

The procedure and actions of faculty and students will depend upon where the emergency takes place and what the emergency is.

## **COLLEGE CLOSURE**

Updated 1/2021

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 – If there is a short-term event or emergency situation that prevents the college from opening 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 (1) 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 weather 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**

Updated 1/2021

In the event that a clinical site is closed due to an emergency situation, students will be notified by their clinical preceptor about the closure. Actions and procedures will be determined by which clinical site 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 preceptor to the program director. Short-term emergency situations are events that affect radiology department operation for less than a week. The student's return to clinical will be determined by the radiology department management. If a main clinical site is in 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 the 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 twenty-one (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 ten (10) hour clinical days or clinical being held on weekends.

If an emergency situation occurs at one (1) 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**

Updated 1/2021

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 two (2) separate emergencies affecting both the college and clinical sites, follow the procedures outlined above in COLLEGE CLOSURE and CLINICAL SITE CLOSURE.

## **EXTENDED FACULTY ABSENCE**

Updated 7/2021

In the event that a college faculty member is unable to regularly attend or teach a class, a process must be put in place to continue the course at a level that does not disrupt the student's learning process. Every faculty member should have pre-recorded video backup classes in the event that they are unable to attend class. If the faculty members absence will exceed one (1) week of classes and the professor is well enough to teach, the utilization of remote technology such as Zoom videoconferencing should be utilized. The program director will work with the absent faculty to assure the technology is available for the class. For situations where a professor is unable to teach whether it be face-to-face or through videoconference one (1) of the other two (2) program faculty must take over the class until the professor returns or the

semester ends. All courses within the program will have an assigned backup faculty for such an occasion. All backup faculty will be responsible for maintaining current knowledge about the course's material and should be familiar with the course's syllabi and grading structure. In determining an appropriate backup faculty, the professor's availability and current knowledge of the course material should be considered.

Once it is known that a professor will require an extended absence an email should be sent to [CTLI@northshore.edu](mailto:CTLI@northshore.edu) so that administrative access to the course's Blackboard can be established with the covering professor.

## **ABSENCE OF THE PROGRAM DIRECTOR**

Updated 7/2021

In the event that the program director is unable to fulfill the duties of the position due to absence, the clinical coordinator will assume the role of program director until the program director is able to return. Courses taught by the program director will be given to the designated backup faculty for those courses. All required administrative responsibilities will be fulfilled by the clinical coordinator. Decisions regarding policy enforcement and disciplinary action will be made by the clinical coordinator. However, consultation with the division's Dean may be required and is recommended.

Program director responsibilities that need to be completed include:

- Setting up monthly clinical preceptor meetings.
- Providing meeting minutes for the clinical preceptor meetings.
- Midterm advising.
- Letters and correspondence for any review board meetings required.
- Conduct information sessions.

The following must be done in spring semester:

- Send surveys to past graduates and employers.
- Run reports on benchmark data.
- Prepare assessment/outcomes report for annual review board meeting.
- Provide ASRT student memberships for graduating class.
- Lead graduating students through the application process for the ARRT registry exam.

## **ABSENCE OF THE CLINICAL COORDINATOR**

Updated 7/2021

In the event that the clinical coordinator is unable to fulfill the duties of the position due to absence, the program director will assume the role of clinical coordinator until the clinical coordinator is able to return. Courses taught by the clinical coordinator will be given to the designated backup faculty for those courses. Clinical site visits and advising responsibilities will be completed by the program director.

Clinical coordinator responsibilities that need to be completed include:

- Clinical site visits.
- Midterm advising.
- Clinical preceptor evaluations.
- Repeat analysis.

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.

## **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

Date: \_\_\_\_\_

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

\_\_\_\_\_



## 2023-2024 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.

PHYSICAL STANDARDS		Expected Level of Performance Freq*
STOOP:	X-ray positioning; working with X-ray equipment	F
KNEEL:	X-ray positioning; to perform CPR; to assist patients who may fall or faint	O
CROUCH:	to place imaging plates in a tray	O
REACH:	at least 6' from floor to overhead radiographic equipment	F
HANDLE:	equipment such as overhead tubes, portable machines, c-arm units, control panel knobs and buttons	C
PUSH:	patients in wheelchairs and stretchers, IV poles	C
LIFT:	patients from stretcher/wheelchair to radiographic table	C
WALK/STAND:	for duration of assigned shift	C
WEAR:	lead aprons, thyroid shields, and lead gloves	O
WEAR:	PPE including masks, face/eye shields, gloves and gowns	F
WEAR:	surgical masks	C
HEAR:	verbal directions/requests from physicians, patients, etc. – some will be wearing masks	C
HEAR:	blood pressure sounds through a stethoscope	O

<b>PHYSICAL STANDARDS CONTINUED</b>		Expected Level of Performance Freq*
HEAR:	the audible tone indicating live radiation exposure	C
HEAR:	Emergency call buttons	F
DATA ENTRY:	accurately and in English – enter patient information, examinations and verifications	C
WRITE:	accurately and in English – write information about patient care, procedures, and final outcomes	C
DOCUMENT:	provide documentation in English regarding protocol, policy, and procedures	C
SEE/READ:	requisitions for information related to radiographs	C
SEE:	proper position of patient for radiographs	C
SEE:	proper equipment set up for radiographs	C
SEE:	proper exposure settings for radiographs	C
SEE:	patient motion and breath-holding of patient	C
SPEAK:	to communicate clearly in English to staff, patients, physicians, etc.	C
MANIPULATE:	small objects such as knobs, syringes, etc.	C
COMPREHEND:	oral and written language in English including health care terminology in order to communicate with patients, families, health care providers, and community	C
<b>MENTAL/ATTITUDINAL STANDARDS</b>		Expected Level of Performance Freq*
Function safely, effectively, and calmly under stressful situations.		F
Maintain composure while maintaining multiple tasks simultaneously.		F
Prioritize multiple tasks.		C
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.		C
Maintain personal hygiene consistent with close personal contact associated with patient care.		C
Display attitudes/actions consistent with the ethical standards of the profession.		C
Maintain confidentiality of patients, co-workers, hospital staff and fellow students.		C
Be willing to comply with direction from supervisors.		C

## IMMUNIZATIONS

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

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

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

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

**TECHNICAL STANDARDS – RADIOLOGIC TECHNOLOGY**

Applicants must acknowledge and self-certify by initialing and signing the Technical Standards form that they have read and understand the need to perform all essential tasks with or without reasonable accommodation. This form is required to be uploaded to the applicant’s online application in order to be considered for admission.

<b>RADIOLOGIC TECHNOLOGY PROGRAM TECHNICAL STANDARDS</b>	<b>INITIAL</b>
PHYSICAL STANDARDS	
MENTAL/COGNITIVE STANDARDS	
IMMUNIZATIONS	

I certify that I am able to perform the above Technical Standards and that the above information is true and correct. If, at any time, during my enrollment in the program, I am unable to meet the above performance requirements, please see below.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**OR**

I will be seeking a reasonable accommodation for the following technical standard/s

\_\_\_\_\_  
and will make an appointment with accessibility services at [accessibility@northshore.edu](mailto:accessibility@northshore.edu) if I am admitted to the Radiologic Technology program.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



# 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 approve 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)

\_\_\_\_\_  
(print name) Clinical \_\_\_\_\_

## **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 kept 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 Radiologic Technology Program have the opportunity to participate in an MRI Observation. The MRI 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
- Mobile phones or electronic devices
- 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 \_\_\_\_\_

**NORTH SHORE COMMUNITY COLLEGE  
RADIOLOGIC TECHNOLOGY PROGRAM**

**DISCIPLINARY ACTION FORM**

**Student:**

**Date of Incident:**

**Date of Conference:**

**Reason for Conference:**

**The policy violated (Page in the handbook):**

**Description of events (be specific; include dates; times, people involved, etc.):**

**Actions/behavior required by the student to show improvement:**

**Consequences if improvement or desired behavior is not witnessed:**

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

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

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**NORTH SHORE COMMUNITY COLLEGE  
RADIOLOGIC TECHNOLOGY PROGRAM**

**STUDENT VOLUNTARY DECLARATION OF PREGNANCY FORM**

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

My anticipated term/delivery date is: \_\_\_\_\_

I have chosen option \_\_\_\_ from the Voluntary Declared Pregnancy Policy.

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

Name: \_\_\_\_\_(print clearly)

Signature: \_\_\_\_\_ Date signed \_\_\_\_\_

North Shore Community College  
Radiologic Technology Program

**Requests for Occupational Exposure Records Release Form**

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 \_\_\_\_\_  
\_\_\_\_\_

# North Shore Community College

## Radiologic Technology Program

### Code of Conduct

Each student must read the College's Code of Conduct Policy, which can be found here: <https://northshore.smartcatalogiq.com/en/current/credit-catalog/student-handbook/code-of-conduct/>

Failure to read the information contained in the handbook is not considered an excuse for non-compliance or lack of understanding.

Every student must demonstrate appropriate conduct becoming of a health care professional both in the classroom as well as the clinical setting. Professional conduct is outlined in this policy along with the disciplinary process should any infraction occur.

I have read, understand, and agree to comply with the College's Code of Conduct Policy.

---

Student Signature

Date

---

Student Printed Name

## **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 preceptor 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 others 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 keep 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 prepares 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 unwilling 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 was 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 situations.
- 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, chews gum, needs reminding to pull back hair, etc.)

Summary:

**NORTH SHORE COMMUNITY COLLEGE \***  
ONE FERNCROFT ROAD  
DANVERS, MASSACHUSETTS 01923  
978-762-4000

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  
\_\_\_\_\_

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\* 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 notification of any changes to 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.

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Student Signature

Date

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Student Printed Name