



**RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK**



**MONTGOMERY COLLEGE
TAKOMA PARK/SILVER SPRING CAMPUS**

**Health Science Building
7977 Georgia Ave
Silver Spring, Md. 20910
Room 423, 424 and 430
www.montgomerycollege.edu/rt**

Student Name _____

Class of _____

Radiologic Technology Student Handbook 2020-21

Dear Prospective Student or Incoming RT student:

We are pleased you are considering becoming a member of the Radiologic Technology Program at the Takoma Park/Silver Spring Campus of Montgomery College. If you have recently been accepted into the program, congratulations and welcome. We are proud of the program and of the achievements of its graduates.

As a new radiology student (or if you are considering applying to the program) we hope to assist you in becoming a highly competent radiographer. We use the term "assist" to help you understand that you are the individual responsible for successfully completing the two-year program as well as passing the American Registry of Radiologic Technology Examination which, when passed, qualifies you to practice as a registered radiographer.

This Handbook has been written to provide you with guidelines for the Program since it will probably be a very different learning experience than any that you have previously encountered. Curriculum, policies, and guidelines for professional as well as academic behavior specific to this Program are available for your reference. It is your responsibility to review this Handbook regularly and be knowledgeable of its contents.

As such, this Handbook is not intended to replace a Policies and Procedures Manual, the Student Code of Conduct, the College Catalog, or other official College documents. It is a supplement to those documents. All students of the Radiologic Technology Program, as well as other Montgomery College students are subject to the rules and regulations in the current College Catalog, the Montgomery College Student Handbook, the Student Code of Conduct, and the College Policy and Procedures Manual.

This health care career program is one which takes much time and dedication. Realizing this, we would like to wish you all success as you make a commitment to yourselves and this course of study for the next two years. Let us also offer our assistance in helping you make these upcoming years fulfilling ones.

With best wishes,

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The Radiologic Technology Faculty reserve the right to modify course content and evaluation procedures as deemed necessary. They also reserve the right to modify contents of this Student Handbook as necessary.

Program web page: www.montgomerycollege.edu/rt

MONTGOMERY COLLEGE
Takoma Park/Silver Spring Campus
RADIOLOGIC TECHNOLOGY STUDENT HANDBOOK
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MONTGOMERY COLLEGE MISSION STATEMENT

*We wanted to create statements that reflect, in an inspiring way,
who we are as an institution
and why we are so dedicated to our students and their success.*

*Our mission, vision, and core values will guide our actions in the
days, months, and years ahead.*

OUR MISSION

We empower our students to change their lives, and we enrich the life of our community. We are accountable for our results.

OUR VISION

With a sense of urgency for the future, Montgomery College will be a national model of educational excellence, opportunity, and student success. Our organization will be characterized by agility and relevance as it meets the dynamic challenges facing our students and community.

OUR VALUES

EXCELLENCE * INTEGRITY * INNOVATION * DIVERSITY *
STEWARDSHIP * SUSTAINABILITY

(Adopted by the Board of Trustees on June 20, 2011.)

Live the Mission

**MONTGOMERY COLLEGE ADMINISTRATION
PROGRAM CLINICAL FACILITIES**

**COLLEGE STATEMENT
OF NON DISCRIMINATION**

MONTGOMERY COLLEGE
Takoma Park/Silver Spring Campus
Radiologic Technology
Administrative Structure

President.....Dr. DeRionne P. Pollard
Provost.....Dr. Brad Stewart
Interim Instructional Dean.....Dr. Monique Davis.
Chair of Health Sciences.....Ms. Diane Barberesi, M.S.

FACULTY AND FACILITIES DIRECTORY

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Montgomery College
Takoma Park/Silver Spring Campus
7600 Takoma Avenue
Takoma Park, Maryland 20912
240.557.1300
Web sites:

www.montgomerycollege.edu/rt
www.montgomerycollege.edu

Radiologic Technology Program Advisory Committee: The Radiologic Technology program has an Advisory Committee comprised of medical professionals in the field of Radiology and other health fields as well as professionals from the community at large. In addition, one student is chosen by the faculty as the student representative of this committee. This culturally diverse committee is active in its support of the program and meets yearly.

CLINICAL EDUCATION SETTINGS

Setting Name

George Washington University Hospital
2300 Eye Street, NW
Washington, DC 20037

Holy Cross Hospital (Silver Spring)
1500 Forest Glen Road,
Silver Spring, MD 20910

Holy Cross Hospital (Germantown)
19801 Observation Drive
Germantown, Md. 20876

Medstar Georgetown University Hospital
3800 Reservoir Rd.
Washington DC 20007

Medstar Montgomery Medical Center (formerly Montgomery General Hospital)
18101 Prince Phillip Drive
Olney, Maryland 20830

Suburban Hospital-Johns Hopkins Medicine
8600 Old Georgetown Road
Bethesda, Maryland 20814

Virginia Hospital Center
1701 N. George Mason Blvd.
Arlington, VA 22205

ANCILLIARY CLINICAL EDUCATION SETTINGS

Children's National Medical Center
111 Michigan Avenue, N.W.
Washington, D.C. 20010

Community Radiology Associates: Bethesda - 10215 Fernwood Drive, Bethesda Md.

Community Radiology Associates: Germantown - 20528 Boland Farm Road, Germantown Rd.

Community Radiology Associates: Olney - 18111 Prince Philip Drive, T-20, Olney Md.

Community Radiology Associates: White Oak -11120 New Hampshire Avenue, Silver Spring Md.

Community Radiology Associates, Womens Imaging Center. 19851 Observation Dr #155, Germantown, MD 20876

George Washington University, Medical Faculty Associates Inc, Ambulatory Care Center
22nd and I Street NW, Washington DC 20037

GW Imaging Center at 19th Street, 1145 19th St. Suite 205, Washington DC 20036

Laurel Radiology 7350 Van Dusen Rd, Laurel Md. 20707

College Statement of Non Discrimination

Montgomery College is Open to All

It is the policy of Montgomery College not to discriminate on the basis of age, sex, sexual orientation, race, color, marital status, religious belief, national origin, status as a qualified individual with a disability or handicap, or as a disabled veteran or veteran of the Vietnam Era in its employment, admissions, and student-related policies, procedures, and educational programs, including vocational education programs.

This policy is consistent with Title VI and Title VII of the 1964 Civil Rights Act, as amended; Title IX of the 1972 Educational Amendments; Section 504 of the 1973 Rehabilitation Act, as amended; the Americans with Disabilities Act; and other applicable laws and regulations. Inquiries regarding compliance with these laws may be directed to the Director of Affirmative Action, 900 Hungerford Drive, Rockville, MD 20850, 240-567-5276, or to the Director of the Office for Civil Rights, Department of Education, Washington, DC 20201.

Montgomery College is an Equal Opportunity/Affirmative Action Institution

See appendix under title:

POLICY Board of Trustees - Montgomery College

41002

Disability Statement required in all Syllabi

Any student who may need an accommodation due to a disability, please make an appointment should speak to a faculty member or a counselor during regular office hours. In order to receive accommodations, a letter from Disability Support Services(R-CB122; G-SA175; or TP-ST120) will be needed. Any student who may need assistance in the event of an emergency evacuation must identify to the Disability Support Services Office; guidelines for emergency evacuations are at: www.montgomerycollege.edu/dss/evacprocedures.htm.

For more information on Disability Services please access the DSS web page

<http://cms.montgomerycollege.edu/edu/secondary5.aspx?urlid=52>

College and Program Accreditation
Program Length
Program Mission and Goals
Program Philosophy
Program Effectiveness Data
Student and Program Assessment

COLLEGE AND PROGRAM ACCREDITATION

Montgomery College is accredited by the Middle States Association of Colleges and Secondary Schools. The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology, a national peer review group. (JRCERT). www.jrcert.org. This organization establishes and assures maintenance of high standards of quality for all accredited radiography programs, including this one at Montgomery College. These standards, Standards for an Accredited Educational Program in Radiologic Sciences, (found on the web link noted above) is available to all students- both enrolled and prospective students and all are encouraged to review these standards. Throughout this handbook, web page and imbedded in many RADT courses, JRCERT standards will be referenced. Most Montgomery College and Rad Tech program course offerings well exceed the quality described in these standards. Any student who fully meets the standards described should be able to function as a radiographer upon graduation.

PROGRAM LENGTH

This is a two-year program. Students begin in the summer for 9 weeks (summer session) Students complete a Fall (15 weeks) and Spring (15 weeks) semesters for their first year. Students attend a 2nd nine (9) week summer session as they transition to their second year. They complete the program with a Fall (15 week) and a Spring (15 week) semester and graduate in May.

Please note that there are general education credits required for the AAS degree awarded for completion of this program. This may require additional time prior to entering this program and many students complete the majority of the general education required for this program. Please see the next section regarding application procedures and the description of priority placement.

PROGRAM PHILOSOPHY

The philosophy and goals of the Program interface with those of Montgomery College itself. They are exhibited by the College in its support of professionalism and academic excellence, by the provision of qualified faculty, a carefully designed academic environment, and in the Program by a wealth of clinical experience.

Learning facilitative strategies are incorporated in both the didactic and clinical areas. The faculty believes that this strategy is of key importance in this health-related career. In addition, cultural, socioeconomic, gender, age and disability diversities, inherent in the patient care aspect of the field of diagnostic imaging is introduced in the first course of the program and emphasized continuously throughout the program via didactic and the clinical practicum.

The faculty constructs behavioral and performance objectives throughout the program to produce graduates who are highly proficient and competent in the art and science of radiography. They will become knowledgeable in the theoretical foundation of their profession and capable of functioning in a variety of clinical settings which utilize the latest industry standard imaging equipment and modalities.

As in any learning experience, the faculty will play the role of facilitator to the student. A competency based program in which didactic and clinical learning are closely correlated will help students develop into professionals who are practiced in the art of problem solving, and capable enough to be confident of advancement in their chosen field. The instructors will guide and direct the students in discovering the role that they must play in actively participating and being responsible for the learning processes in order to become proficient as practicing radiographers. Faculty maintain an open door policy for any student who is in need of additional support or council. Students are advised of this throughout the two years they are in the program.

Finally, the faculty feels that being certified by the American Registry of Radiologic Technologists is the ultimate goal of the graduate. This certification plays a key role in providing opportunities to work in the profession and to contribute to the radiological sciences in the local community as well as nationwide.

Graduates who are knowledgeable in the theoretical foundation of radiography should be able to share their knowledge with fellow radiographers, future students and allied health workers in the local community as well as nationwide. Continuing education will enable these radiographers to assume higher levels of responsibility in their occupation. These factors will enable the radiographer to become a fully qualified member of the health care team.

On the next few pages the program's mission statement and goals with learning outcomes of the program are noted. In addition, required program's effectiveness data is also provided. This data is updated yearly on this document and on the program's web page. www.montgomerycollege.edu/rt

Mission and Goals
JRCERT Standard One: Mission/Goals

1.1 Mission Statement:

The mission of the Radiologic Technology Program parallels the mission of Montgomery College. Students who enter and complete the Radiologic Technology program are empowered to change their own lives as well as enrich the life of the local and global community as skilled, critically thinking, competent radiographers who possess integrity, accountability, empathy, a strong commitment to excellent customer service, and patient care skills while serving a diverse community

Goal: Students will graduate as competent entry level radiographers

Learning Outcomes

- 1) Students will be retained in the program.
- 2) Graduates will pass their ARRT exam on the first attempt
- 3) Graduates seeking employment will find employment within 12 months of graduation
- 4) Employers will be satisfied of graduates' performance as entry level radiographers

Goal: Students will demonstrate critical thinking skills

Learning Outcomes

- 1) Students will make necessary adjustments in positioning to accommodate for trauma or incapacitated patients
- 2) Students will demonstrate the ability to adjust technical factors based on patient condition

Goal: Students will demonstrate professionalism

Learning Outcomes

- 1) Students demonstrate professionalism by maintaining patient confidentiality and adhering to the ARRT code of ethics
- 2) Students assume ownership by demonstrating accountability for own actions
- 3) Students demonstrate initiative by exhibiting a willingness to learn, self-motivation and appropriate use of clinical hours
- 4) Student demonstrates appropriate verbal interaction with supervisors/clinical instructor

Goal: Student will demonstrate clinical competence

Learning Outcomes:

- 1) Students will properly position patients
- 2) Student will select appropriate technical factors for producing diagnostic images
- 3) Students will demonstrate didactically and through practical application, ALARA and other radiation safety principles to ensure proper radiation protection

Goal: Students will demonstrate effective communication skills

Learning Outcomes

- 1) Student acquires pertinent history from the patient
- 2) Student responds to patient verbal and non-verbal clues and questions

Goal: Students will demonstrate a strong commitment to excellent customer service

Learning Outcomes

- 1) Students will exhibit appropriate customer service behavior as part of their clinical competency
- 2) Students will successfully complete two mandatory customer service workshops as part of the clinical practicum

Program Effectiveness Data

PER JRCERT STANDARD 5.3 "Makes available to the general public program effectiveness data (credentialing examination pass rate, job placement rate, and program completion rate) on an annual basis."

<https://portal.jrcertaccreditation.org/summary/programannualreportlist.aspx>

MONTGOMERY COLLEGE'S RADIOLOGIC TECHNOLOGY PROGRAM'S AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGY (ARRT) FIRST TIME PASS RATES

Year	#f first time candidates/total # of passing 1st candidate	%
2013	18/18	100%
2014	16/17	100%
2015	17/17	100%
2016	18/18	100%
2017	13/13	100%

5 year(2013-2017) average = 100. %

MONTGOMERY COLLEGE'S RADIOLOGIC TECHNOLOGY PROGRAM'S SIX MONTH JOB PLACEMENT RATE FOR 2013-2017

Year Number of grads. employed/actively seeking employment grads. %

2013	13/14	92.8%
2014	14/15	93%
2015	15/15	100%
2016	17/17	100%
2017	12/12	100%

5 year job placement average 2013-2017(12 months from graduation) for actively seeking grads= 97.6%

MONTGOMERY COLLEGE'S RADIOLOGIC TECHNOLOGY PROGRAM'S PROGRAM COMPLETION RATE

Year	#grads/#accepted/*nonacademic withdraw	%
2011/ 2013	19/27/*3	70%
2012/2014	17/25/5*	68%
2013/2015	17/25/5*	68%
2014/2016	18/25/4*	72%
2015/2017	13/26/7*	50%

5 year (2013-2017) average completion 65.6%

2016/2018	19 /27/5*	70%
2017/2019		

STUDENT LEARNING OUTCOME ASSESSMENT TOOLS

The learning outcomes recorded for the program's assessment plan for each class and results in the data presented in the Program Effectiveness Data is described in this section. The assessment plan assesses the outcomes identified on page 12.

The Radiologic Technology program uses a variety of assessment tools to quantify and assure that the program outcomes and program goals are met. Among these tools are tests, research paper assignments, competencies, evaluations and rubrics. In addition to an assessment plan that tracks and benchmarks the program's goals, each assessment tool is given a percentage that is part of the overall course grade.

PROGRAM EVALUATION

Throughout the course of the Program, the students participate in evaluating the Radiologic Technology courses in the curriculum via online evaluations sent to each student by the college, evaluations on the clinical site, clinical instructor and faculty instructor via Evaluate , the clinical online assessment system.

Prior to the college's formal graduation date but after the students completely finish the program, the students will participate in computerized exit questionnaires and then as graduates be contacted via email to complete an online evaluation one year after graduation to assess the program's effectiveness. It is very important for the alumni to be a part of this follow-up process and they will be encouraged to participate in it.

Every year employers in the areas hospitals, offices, clinics, and other institutions will also be asked to complete an on-line survey to measure the quality of performance of the entry-level radiographers graduated from the program. Results of these instruments will be used to enhance the curriculum and Program.

RADIOLOGIC TECHNOLOGY

ADMISSION POLICIES

ENROLLMENT STATUS

FEES AND EXPENSES

ADMISSION POLICY

Please note that the Radiologic Technology faculty and staff do not process or view any applications. All applications and admission procedures are processed by the Takoma Park/ Silver Spring Admission Department. The Radiologic Technology faculty and staff can advise students but do not recommend any candidate. There is no interview process and recommendations (personal or professional) are not used as part of the acceptance process. There is no wait list. If a student does not get accepted into the program, they must reapply for the next year's class.

The program begins classes during the third week of May. Deadline for consideration into the program is March 1 and accepted students are notified in late March or early April.

Students who are interested in entering the Radiologic Technology program are recommended to

- Contact the administrative assistant for the Radiology Technology program and request an information packet OR review the web page thoroughly
- attend one of the monthly information sessions within the year they plan to apply.
- Enroll as a Montgomery College student. **Enter Major code 520-pre Rad Tech. Current MC students should change their program code to 520**
- Take the TEAS test (see below) and review the priority consideration process of application to this program
- Complete a health science application (located on the program web page) and submit it before March 1 of the year the student is applying for the summer session (for example a student must submit a Health Science application by March 1 2019 if they would like to be considered for the Summer 2019 semester)

Prerequisites and Priority Consideration for the acceptance into the program. TEAS information

Minimum requirements: All interested students must have taken college level English (ENGL 101 at this institution), college level Math (Math 117 or higher), BIOL 150 and BIOL 212. Students must have a 2.5 GPA.

High school students –please contact the transcript evaluator at any of the three campuses to address SAT scores and AP scores regarding where that places a student in terms of satisfying college level math and English and specific Biology courses. First time students will be required to take English and Math assessment tests if not transferring College credit in from another College. (See the Criteria for Health Science Programs Curricula in the College Catalog.)

Priority Consideration:

For applicants to receive top priority consideration (first tier) they must have completed

BIOL 213**, and **HINM 115** by the Fall semester preceding the year they wish to apply. *For example, if a student wishes to receive first tier priority consideration for the Summer 2017 class, they must have completed all the above referenced (in bold) general education classes by the end of the Fall 2016 semester.* Second tier consideration is given to those students who have completed one out of the two courses noted above in bold. Third. tier consideration is given to those students who have met the **minimum requirements. All applicants must have the appropriate TEAS scores to be considered eligible no matter the number of priority classes completed.**

Selection for admissions is based on a Point system. Students with the highest points will be admitted first until all seats are filled.

TEAS (Reading-70%, AITS-66%) Exemplary – 4 pts Advance – 3 pts Proficient – 2 pts

Priority Courses Completed All – 4 pts 1 course – 2 pts None – 0 pts

Number of attempts to pass minimum requirements and priority courses 1 st attempt – 4 pts 2 nd attempt – 3 pts 3 rd attempt – 2 pts 4 th attempt – 1 pts

Prior Educational Experience Prior degree – 5 pts 6 – 8 credit hrs/semester – 2 pts 3 – 5 credit hrs/semester – 1 pts (credit hours are based on last 24 credits)

Historically due to the high number of applications it should be noted that students who have completed courses that satisfy the tier one and tier two levels are usually the only ones accepted into the program.

***Students should be aware that if they have taken Biology 212 or 213 more than five years from time of application, will have to take BIOL 228, Pathophysiology for 3 credits. Please contact a counselor to ascertain if they need to retake these classes*

General Education courses taken outside of Montgomery College (in the United States)

If a student has taken general education courses at other institutions within the United States, they will need to attach an official transcript to the Health Science Application for assessment of credit transfer. Counselors and Program faculty cannot advise if courses from other universities will transfer.

If prospective students wish to see if the courses transfer BEFORE applying the program they must first enroll as a Montgomery College Student (enter program code 540, pre Rad Tech) and mail their official transcript to the Takoma Park Silver Spring Campus Admission Office, 7900 Takoma Ave, Takoma Park Md. 20912

General Education courses taken at universities outside of the United States

Please contact the counseling department on any of the three campuses to be advised on the process of having these transcripts evaluated or refer to this link: <http://cms.montgomerycollege.edu/edu/departement2.aspx?id=15505>

ALL APPLICANTS APPLYING TO THE RADIOLOGIC TECHNOLOGY PROGRAM WILL BE REQUIRED TO TAKE THE TEAS PLACEMENT TEST AS PART OF THE APPLICATION PROCESS FOR THIS PROGRAM.

TEAS minimum recommended scores:

Reading: 70%; Adjusted Individual Total Score: 66%.

Applicants who exceed these minimum requirements are more competitive. You must complete the TEAS and attach scores to the Health Science application. Students may only take the test twice during a 12-month period. Eligible students will be ranked by English and Adjusted Individual Total Score. Scores are good for two years

If you do not score the minimum scores listed, you may not be considered for admission to the program. You are allowed to take the TEAS test twice a year. If you do not meet the minimum required scores, please contact an advisor for assistance in identifying a program plan to assist you in improving your scores. **Please refer to the TEAS link on the program web page for information on the support available to all students. Students are encouraged to take advantage of the support available prior to attempting to take the TEAS test.**

If you do meet the TEAS minimum scores, attach a copy of your results to your Health Science application form. After consideration of the applicants with the top tier priority classes completed (as noted previously) cumulative TEAS score will be used to rank students for admission.

Notice of Additional Enrollment Requirements (subject to change) *“All candidates who are offered admission to a Health Sciences Program should be aware of and prepared to meet these additional requirements prior to enrollment and licensing. • Understand and meet all requirements and/or standards imposed by recognized professional societies and all contract requirements imposed on College students by the institution or agency where the clinical practice is to occur. • Understand and be prepared to meet all requirements for participation in certain clinical courses involving hospital or clinical practice. These requirements may include the passing of an appropriate health examination and tests per CDC guidelines and Health Science program technical standards, e.g.: (1) complete blood count; (2) urinalysis; (3) a complete hepatitis B vaccination series (series of three and/or positive titer); (4) Prescribed TB screening (two-steps for new students; annual PPD for second year students); (5) Tdap (tetanus, diphtheria, acellular pertussis); (6) MMR two adult vaccination(s) or positive titers for each; (7) varicella vaccination or a varicella titer; and (8) influenza vaccine; (9) other clinical facility requirements. • Understand participation in certain Health Science programs may require a current CPR for Healthcare Provider certification that meets standards acceptable to the facility or clinical site before beginning the student’s clinical rotations. • DRUG TESTING and CRIMINAL BACKGROUND CHECKS: DRUG TESTING and CRIMINAL BACKGROUND CHECKS: Nursing and Health Sciences’ students are REQUIRED to pass their drug and criminal background checks by their assigned clinical facilities. Students cannot be accepted by the clinical facilities without meeting the facilities’ requirements. Students enrolled in any nursing/health science program that requires clinical rotations cannot successfully complete their programs without meeting these requirements; therefore, you may be withdrawn or dropped from the program. DRUG TESTS and CRIMINAL BACKGROUND CHECKS are conducted by the College’s approved outside independent, third-party administrator. This process is conducted at the student’s*

expense. The submissions are coordinated through the College, and must be completed and approved before a nursing and/or health sciences student can be placed at a facility for the student's clinical experience. The College does not receive the results of these checks. These results are read by the clinical facility. Results of drug tests and criminal background checks are available for review by the clinical facility's designated personnel. Each facility has the right to refuse clinical placement for students based upon such review. Drug tests and background checks obtained from other sources, including by the students on their own, are not sufficient nor will they be accepted for this purpose. • PROOF OF HEALTH INSURANCE IS REQUIRED for all Nursing and Health Sciences students. The Affordable Care Act was passed by Congress and then into law on March 23, 2010. On June 28, 2012 the Supreme Court rendered a final decision to uphold the health care law. All students entering clinical facilities are required to have health insurance." (source: Health Science Application 2017-2018)

Being accepted into the program: At this time there are 27 seats available for acceptance into this program so the Admissions and Records department will attempt to fill these seats in the following order and based on the point system noted on page 19: the top tier/TEAS recommended scores, 2nd tier/TEAS recommended scores, 3rd tier/TEAS recommended order, minimum prerequisites/TEAS recommended scores until all 27 seats have been filled. Historically due to the high number of applications it should be noted that students who have completed courses that satisfy the tier one and tier two levels are usually the only ones accepted into the program.

Any questions regarding acceptance they should be addressed to the Admissions Office on the Takoma Park/Silver Spring Campus. As noted earlier in this section the application should be filed by March 1 in advance of the desired summer start date. Early submission of the application and supporting data insures sufficient time for the applicant to receive preregistration counseling and academic advising.

ENROLLMENT STATUS

Historically due to the high number of applications it should be noted that students who have completed courses that satisfy the tier one and tier two levels are usually the only ones accepted into the program.

However, in the event that a student is accepted in to the program with the minimum requirements students with previously demonstrated competence in College level courses or students with satisfactory scores on Math and English Assessments and have taken a four-hour college biology course may be able to complete the curriculum as listed as a Full-Time student. Other students with less satisfactory performance or students who place below level in the college placement tests may be advised to take more than two years to complete the program, perhaps on a Part-Time (9 credits or less) basis.

In either case, all RADT courses need to be taken concurrently and in sequential order as described in the catalog. Successful completion of all courses in each semester is required before a student can progress to the next semester. All general education classes must be completed before a student can graduate. There are no exceptions to this policy.

FEES AND EXPENSES

Tuition charges are based on the student's residence status as of the first day of classes for any semester. Please reference the latest Schedule of Classes for current tuition information. Fees specific to the Radiologic Technology program are posted on the Rad Tech web page and updated yearly

Fees related to registration, tuition and other charges are payable in full immediately upon completion of registration, unless prior arrangements have been made with the student financial aid offices. Additional information regarding financial obligation, payment plans and policies can be found in the College Catalog and Schedule of Classes.

NOTIFICATION OF ACCEPTANCE INTO THE PROGRAM/RADIOLOGIC TECHNOLOGY NEW STUDENT ORIENTATION

A letter will be mailed to accepted applications from Admissions and Records certified, return receipt requested. Accepted applicants will be given a deadline to accept the seat. If an applicant does not respond by the stated deadline in the letter, they will have forfeited the seat and the next qualified applicant will be notified (by phone initially) and offered the open seat. This process will continue until all 27 seats are filled. Once all 27 seats are filled, any applicant not accepted will need to reapply next year. THERE IS NO WAIT LIST.

Students who are accepted are strongly encouraged to attend the new student orientation, date and time will be indicated in the acceptance letter. Students need to read this letter carefully and come prepared with the information requested in this letter to the orientation. Students who cannot make the orientation must contact the program coordinator and make arrangements to meet with the faculty at a different time. All documents and other processes completed at orientation must be done before the first day of the summer class. (RADT 119)

STATEWIDE PROGRAM STATEMENT

Enrolled Students Outside of Montgomery County

The Radiologic Technology Program may or may not be included under Designated Statewide Programs at the time of your enrollment. If the program is listed you will be able to request the in-county tuition rate. Check the website below to see if you are eligible for this benefit.

<http://www.montgomerycollege.edu/admissions/StudentForms/state.pdf>

ARRT POLICY ON PREAPPLICATION IN REFERENCE TO CRIMINAL BACKGROUND CHECKS

PRE-APPLICATION REVIEW OF ELIGIBILITY FOR CERTIFICATION

The Ethics Review Pre-Application is reserved for those who are:

- not yet enrolled in an ARRT-recognized educational program, or
- enrolled in an ARRT-recognized educational program and are at least six months away from graduation.

The Ethics Review Pre-Application provides an early ethics review of violation(s) that would otherwise need to be reported on your Application for Certification when you have completed an ARRT-recognized educational program and may be used for the following circumstances:

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

Has a regulatory authority or certification board—other than ARRT—ever: • Denied, revoked, or suspended your professional license, permit, registration, or certification; or • Placed you on probation (excluding ARRT Continuing Education probation), under consent agreement, or under consent order; or • Allowed voluntary surrender of your professional license, permit, registration, or certification; or • Subjected you to any conditions or disciplinary actions by such an organization?

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

To review the entire pre-application process if you need further information please go to these ARRT links

<https://www.arrt.org/docs/default-source/handbooks/arrt-2018-primary-handbook.pdf?sfvrsn=12> (page 8)

<https://www.arrt.org/docs/default-source/ethics/ethics-review-preapplication.pdf?sfvrsn=34>

source: www.arrt.org January 2018

The above referenced ARRT policy does not prevent a student from applying and being accepted into the Radiologic Technology program although the college cannot guarantee qualification for national certification or licensure.

**MONTGOMERY COLLEGE GENERAL ACADEMIC
POLICIES AND PROCEDURES**

CLASSROOM BEHAVIOR

Students are expected to conduct themselves in a manner that is conducive to being an integral part of the learning environment. Monopolizing the classroom with behavior that is destructive such as excessive talking while others are speaking, use of cell phones or the internet (other than when being directed by the instructor), arriving late or leaving early, argumentative approaches in a dialogue and any other behavior that is deemed inappropriate is not acceptable and continued non-compliance to appropriate classroom behavior may lead to the dismissal of the student from the class for the day or dismissal from the program if the behavior is not modified. Montgomery College must follow all Title IX federal mandates as printed in the college catalog.

Title IX

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..."
20 U.S.C. § 1681

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees of educational institutions which receive federal financial assistance.

Source: <http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=68213>

CLASSROOM ATTENDANCE

The regular College rules on classroom attendance will be in effect for the program. The policy states that a student may not miss more days than the number of days the class meets in one week. For example, if a class meets twice a week, a student should not miss more than two days in a semester. The instructor may reduce the grade or issue a failing grade if a student is in non-compliance with this policy. This policy is found in Academic Standards section of the College Catalog. THE STUDENT IS EXPECTED TO READ THE CATALOG.

See page 29 of this Handbook for additional program policies on attendance

EXCESSIVE LATENESS WILL NOT BE TOLERATED. 10 points per late arrival will be deducted from final grade in didactic classes. Students must contact faculty if they are going to be late. Students who demonstrate a pattern of lateness will be counseled and excessive lateness may lead to a letter grade drop or administrative withdrawal from the program

ACADEMIC DISHONESTY

Copying answers to an examination from another student's paper or from a hidden source is considered to be cheating. Collaborating about information on the examination is also cheating. Using other student's written work without permission is considered cheating and plagiarism. Submitting assignments using references that are not appropriately noted (quotes with author noted) is considered plagiarism. Any type of cheating is serious and detrimental to the student. Therefore, any student who is found cheating will be subject to the process as described in the Student Code of Conduct located in the Montgomery College's student handbook which can be accessed on the web page. (www.montgomerycollege.edu)

CHANGE OF ADDRESS

Each student is responsible for providing Montgomery College and the program with information regarding a change in address or phone number. This information is important in case of an emergency during the time the student is a part of the program. This also assists in mailing any correspondence and post graduate survey material to each alumnus.

WITHDRAWAL

A student who wishes to withdraw from the Radiologic Technology Program is recommended to have an exit interview with the Program Coordinator. It is recommended that the student attempt to withdraw from the program on good terms; this

may facilitate readmission at a later time. If a student wishes to withdraw from a specific course, the student must abide by the dates given in the class schedule for that particular semester printed in the Schedule of Classes.

ACCIDENT POLICY ON CAMPUS

Should an accident happen on campus, students will be attended to by the Security Staff who have EMT training. An ambulance will be call if necessary for transport to an emergency facility.

College policy permits only Security personnel to administer first aid.

TOBACCO FREE POLICY AT MONTGOMERY COLLEGE

On August 1, 2008, Montgomery College implemented a Smoke and Tobacco Free Policy which prohibits smoking or the use of other tobacco products on any of its campuses or other property. Students who smoke or use tobacco products will be considered in violation of the student conduct code and their behavior will be reported to the Dean of Student Development's office for the appropriate disciplinary action including probation, suspension, or dismissal. If you have any questions about this new policy, please contact the Vice President and Provost's Office, the Office of the Dean of Student Development or the Campus Security Office.

STUDENT CODE OF CONDUCT

Please refer to the Student Code of Conduct located in the Montgomery College Student handbook which is accessible on the Montgomery college website (www.montgomerycollege.edu). Those related to Clinical Courses will be covered in the individual clinical syllabi.

TRANSPORTATION AND PARKING

Radiologic Technology students will be responsible for providing their own transportation to all facilities used for their educational experiences, including clinical affiliates. The students will be expected to rotate through two major clinical sites, Children's Hospital, and an office site. Some sites require paid parking. There also may be times that students are required to come to the College in addition to regularly scheduled classes.

Parking is provided at Montgomery College in the Parking Garage. Upon admission to the College, a parking permit must be obtained and displayed on the rear bumper of the student's car. This permits the student to use the parking facilities. Some street parking is available and the student is urged to check posted signs for street parking. Any violations will be the responsibility of the student.

At the clinical affiliates, the parking facilities and regulations will vary. The student is responsible for becoming familiar with the individual institution's guidelines while in the institution on the first clinical day.

Public transportation is available for commuting to the institutions involved with the program.

INCLEMENT WEATHER/COLLEGEWIDE CLOSING/CLASS AND CLINICAL

If Montgomery College closes due to inclement weather or other unforeseen reasons, an announcement will be made as early as possible on the college web page, Blackboard, via the Alert system that will send a text and email to the enrolled Alert user and other media in the metro area*. When the College is closed, clinical is also cancelled. If the College closes during the day, students will be dismissed from the College or the clinical areas.

If an announcement concerning closing is not made due to weather before a student must leave for the College or their clinical affiliate, then the student must use good judgment in making a decision as to whether or not to attend.

If the student chooses not to attend clinical when the College is open and operating normally due to weather, then the day is an unexcused absence and must be made up. Missing class if the college is not closed due to inclement weather may result in a recorded unexcused absence.

While the Rad Tech program does not have evening classes, evening class cancellation will be handled in the same manner.

*AN ANNOUNCEMENT OF **MONTGOMERY COUNTY SCHOOLS (MCPS)** CLOSING DOES NOT INCLUDE MONTGOMERY COLLEGE.

MONTGOMERY COLLEGE WILL BE ANNOUNCED SEPARATELY VIA TEXT FOR THOSE WHO HAVE SIGNED UP FOR THE ALERT SYSTEM, COLLEGE WEB SITE, MY MC, (WWW.MONTGOMERYCOLLEGE.EDU) AND OTHER MEDIA. YOU MAY ALSO CALL 240-567-5000

CAMPUS CLOSING

If a specific campus is closed only, students still must attend clinical. If the Takoma Park Silver Spring Campus closes for unforeseen reasons, classes that are held on campus are canceled but students must still attend clinical.

RADIOLOGIC TECHNOLOGY PROGRAM ACADEMIC POLICIES

ACADEMIC PHILOSOPHY AND SUPPORT

The program is a learning facilitated one and students are responsible for the timely completion of all assignments, keeping current with the reading from texts and preparing for classes. Students are encouraged to form study groups and make use all of the classroom references, spaces and other facilities as needed. Faculty have an open door policy for individual tutoring and are accessible to students before and after classes as well as during faculty office hours. Students may also call or e-mail faculty with questions about content. Course information is posted on Blackboard. E-mail communication to students is made through Blackboard and students are encouraged to check Blackboard frequently. Faculty record most lectures using Collaborate and post these links on the course Blackboard. Grades are also posted on Blackboard. Faculty use only the student MC email to communicate. Students should bookmark these sites and check them regularly. For those students who do not have internet accessibility, there are computer labs throughout all three campuses that are available for students. For printing students may print using the cloud based program WEPA.

It is the student's responsibility to seek timely assistance in content area that may be challenging them. It is not recommended that students wait until the end of the semester to address challenges that they have struggled with over the semester. The program has many resources to assist the student, including graduates who are willing to tutor or mentor students. See next page for Remediation and Academic support policy.

The program's philosophy recognizes the importance of grading as a quantitative method of assessing content knowledge. However, understanding corrections from assessment methods such as tests is more significant. The program does not promote memorization as a method of understanding but challenges students to use higher level learning skills such as analysis, contrast and comparison, self-reflection and other critical thinking skills. (See section entitled **critical thinking**)

PROGRESSION REQUIREMENTS

The curriculum is dependent upon proper sequencing of courses. The general education courses (non-radiography) in the curriculum can to be completed prior to or during the semester in which they are listed in the College Catalog. Radiology courses must also be completed in the sequence described in the catalog within seven years from the initial entrance to the College. By accreditation standards, the USDE requires that graduates of programs are counted only if they complete their degrees within 150% of the published length of the Program. It is the responsibility of the student to meet all pre or co-requisites. A student may be denied registration or dropped from a course if pre or co-requisites have not been met. The student is to meet with the Program Coordinator to plan his/her course of study each semester.

If a student does not satisfactorily meet the course objectives and pass the RADT courses, he/she will be unable to progress in the curriculum. A radiologic technology course with a clinical component may not be repeated unless with the written approval of the Program Coordinator according to Academic Regulation 4.9 C.

“Medical Health Course Exception: No medical health clinical course with a practicum component may be repeated without the written approval of the specific medical health program coordinator. The approval or denial of such requests by this individual is final”

If a student does not successfully complete the course he/she will not be able to continue in the Program. A student may only re-enroll in the Radiologic Technology program one additional time after the first unsuccessful completion of one or more RT courses. (see **Readmission/re-enrollment**.)

TEACHING METHODOLOGIES

The didactic component of the program is structured as lecture and a supporting lab for most classes. The lecture format is an interactive one and students are expected to contribute to the learning environment by participating in the class via discussion, small group study, presentations, and other learning oriented exercises. Students may audio tape the lecture but most lectures are recorded using Collaborate and a link is provided on the course Blackboard. Handouts to supplement content may be supplied. Computer programs are used. Labs are designed to supplement the lecture content and provide a simulated environment of a radiology department. Students are expected to fully participate in labs.

Remediation and academic support policy for current Radiologic Technology students

Based on student's performance on exams and/or other assessment processes if a faculty or the student is identified as requiring additional academic support measures the following intervening strategies may be incorporated at the discretion of the instructor after conferring with the student or upon request from the student upon conferring with the instructor.

- Student may request one on one tutoring with the instructor or open lab
- Second year student mentors may be suggested to primarily to serve as additional support to the student but may not include tutoring on content (see mentoring guidelines below)
- Student may receive notification to meet with the instructor to assess the academic challenges
- Instructor may refer student to learning support specialist or counseling
- Instructor may suggest but not mandate one on one tutoring and/or open lab participation.
- Instructor, at their discretion may require one on one tutoring for a specific time frame. Based on the needs of the student, tools or strategies may be used to assess student progress as part of the tutoring process. A coaching form will be generated on those students who choose not to comply

Mentoring guidelines. These guidelines are used as a framework to design appropriate mentorship support between the mentor and mentee:

- Faculty will choose which mentor(s) would be best suited for the first year student.
- Mentors have the right to decline a request to mentor a student.
- Mentors are not held responsible for mentee's performance
- Mentors are not to be in a position where the mentee is overly contacting them or contacting them unreasonably.
- Mentors will meet with faculty to assure during the mentoring process that the relationship is professional and healthy for both
- First year students may request a mentor but mentors are only assigned after discussion with the first year student and at the faculty discretion.
- Mentors may act as academic support but are not required to tutor the student.

Grading System For Didactic and Clinical Practicum Courses

Since radiography is a profession in which less than adequate performance may well cause patients to suffer real harm, standards must be maintained which are high enough to insure the effectiveness and competency of our graduates. Accordingly, the Program grading system is somewhat different than that for other Montgomery College courses.

DIDACTIC Courses of the Radiologic Technology Program (RADT 101,102,111,112,206,207, 211 and 240) is as follows:

<u>Number Grade</u>	<u>Letter Grade</u>
93 to 100	A
86 to 92	B
78 to 85	C
Below 78	F

Students must maintain a grade of "C" in all didactic Radiologic Technology courses in order to advance to the next semester.

CLINICAL Practicum Courses of the Radiologic Technology program (RADT 119, 120,124, 125, 224, 225) follow a different grading scale due to the importance of students performing in a safe and competent manner as required for training in becoming practitioners in the profession and as is follows:

<u>Number Grade</u>	<u>Letter Grade</u>
93 to 100	A
86 to 92	B
Below 86	F

Students must maintain a grade of "B" in all clinical Radiologic Technology courses in order to advance to the next semester. (Some patient care competencies are graded on a pass/fail scale. See section entitled Clinical Competency of this handbook)

Students not meeting the above minimum requirements will not be allowed to continue taking any Radiologic Technology courses and no longer have a seat in the program. Since the courses usually are offered only once a year, students can continue with the general education courses in the curriculum and can apply for readmission and/or re-enrollment into the program the following year, completing satisfactorily the course in which their deficiency occurred.

EXAMINATION POLICY

Examinations are scheduled as noted on each course syllabus and students are expected to be prepared to take the examination the day they are scheduled. If a student is absent for an examination based on an absence deemed by the instructor as an excusable absence a make-up examination will be given on the day of the final, immediately following the final. No exceptions are made to this policy

Examinations where the answers are recorded on the scantron, are graded based on the scantron answer ONLY. No exceptions are made on this policy. The Final examination in all RT classes is cumulative and as such will cover material previously tested with minimal new material. The percentage of the final examination is always separate from the percentage weight of the unit examination. Refer to course syllabus for specific percentage. Final examinations may be reviewed in the following semester for those currently enrolled students.

CRITICAL THINKING

The ability to critically think is essential for the successful completion of the Radiologic Technology program. Critical thinking concepts such as self-assessment, evaluation, problem solving, deductive reasoning are but a few strategies employed in the diagnostic imaging environment. Use of these and other critical thinking strategies assist in the application of the book knowledge to the clinical setting. To this end throughout the two years in the program students will be required to complete specific didactic and clinical assignments used to assess critical thinking in the classroom and in the clinical rotations. In addition to critical thinking questions imbedded into each didactic exam, a percentage of the final grade for each class (including the clinical courses) will include the grade(s) from each critical thinking assignment.

AFFECTIVE BEHAVIOR

In the Radiologic Technology Program Affective behavior is defined as behavior that is expected to be fully compliant to program policies. It also encompasses demonstration of positive teamwork, and professional demeanor. All clinical and didactic courses have a grading column assessing this behavior and students will lose points if they do not follow policy or demonstrative behavior impacting the clinical environment. In addition, students can be coached and conferenced if non-compliant affective behavior issues are demonstrated. Continued non-compliance of the policy may result in a letter grade drop in the course the behavior is demonstrated or may constitute administrative withdrawal from the program.

Additional Support and Resources

The college has student support services in math tutoring, reading and writing tutoring, time management and test taking strategies. Names and contact information is made available to all enrolled Radiology students and they are encouraged to avail themselves of this support to assure success in the program. See section entitled Resources

*It is not recommended that students attempt to complete the program and working **full-time**. It has been the experience of the faculty that few people are able to accomplish both **full-time** work and school and be successful in the program.*

ACADEMIC RESTRICTIONS

Students are placed on academic alert, restriction or suspension when their cumulative quality point average falls under a certain GPA according to the number of credits hours attempted. This can be further reviewed in the College Catalog under the Academic Standards section.

Further details of how these restrictions may apply especially to the Radiologic Technology Program include the following:

Students will not be allowed to continue in the program sequence under the following conditions:

1. Any one of the student's Radiologic Technology final course grades falls below a "C".
2. The behavior or conduct, including attendance, of the student with regard to medical ethics is not appropriate for a Health Science professional at the clinical affiliate or Montgomery College. This is described in detail in each clinical syllabus.
3. If a student is placed on Academic Restriction, prior to a semester when three (3) Radiologic Technology courses are required.

Coaching, Counseling, Conference procedure

*Please note that there are some infractions that may result in a student's immediate dismissal from the Program or eliminating steps to this procedure. In addition, if a site asks that a student be removed from their clinical site for any reason, the student will be unsuccessful in completing the clinical course and will not utilize this process.

- This three step course of action process* will be utilized for all students who have demonstrated noncompliance/ infractions to Program policy or affective behavior standards and maybe preceded by some loss of points in affective behavior.
- For every affective behavior non-compliance issue 10 points will be deducted from a maximum of a possible 50 points
- Infractions are cumulative; meaning that each additional infraction that occurs while the student is in the Radiologic Technology program will result in the implementation of the next course of action and its corresponding consequence.

The coaching/counseling/conference course of action is as follows:

Course of action #1: Student Coaching Form

This form is utilized as a tool for documentation and action plans Based on a pattern of re-occurring infractions resulting in loss of points in affective behavior (10 points for every infraction/ five infractions in a semester will equal a zero in affective behavior) or if the infraction/incident is of immediate concern, the student will be coached in person by the instructor involved utilizing the Student Coaching Form. The coaching session should provide an opportunity to discuss with the student the nature of the problem, to remind the student of the Program's policy and procedures, to inform the student of the consequences of continued infractions, and to work with student via assignments and changes to correct the problem. The Coaching Form may be utilized more than once at the discretion of the Program Coordinators.

Course of action #2: Student Counseling Form

This form is utilized as a formal documentation that communicates to the student that the student has not displayed appropriate corrective actions to the prior infraction or Program compliance in general. On the second infraction of any type or in the event a cumulative loss of 50 points in affective behavior has resulted in a zero for the affective behavior grade, the student will meet with the Program and/or Clinical Coordinator, and/or the involved instructor utilizing the Student Counseling Form. In addition, there may be other consequences as deemed appropriate. This Counseling form will discuss with the student the nature of their continued noncompliance/ infractions, and to inform the student that this is their last opportunity to demonstrate compliance to the Program's policies and standards.

Course of action #3: Final Administrative Conference Form

This form is utilized as formal documentation advising the student as to consequences of their status in the program based on continued non-compliance to program policy as documented by one or more student counseling forms (see above), non-compliance to ARRT code of conduct, unsafe clinical behavior or other behavior that would compromise success in the program. At this point the student will meet with the Program and/or Clinical

Coordinator and/or another designated individual utilizing this Final Administrative Conference Form. For clinical courses if the student's assigned clinical site has asked that the student not return to the clinical site, or upon assessment from the faculty that the student is unsafe clinically or there is continued non-compliance to program policy or noncompliance to the ARRT code of conduct, the course of action on this final Administrative Conference form will be the process for formal removal from the program and the student, at the time of the conference will be administratively withdrawn from the program.

(Per College policy 9.62 B: No medical health clinical course with a practicum may be repeated without the written approval of the specific medical health program coordinator. The approval or denial of such requests by this individual is final)

For program and/or college non-compliance issues in a didactic course, this final administrative conference form will be utilized after the student has been sanctioned by the college per their behavior of non-compliance. This may mean that the student will be removed from the program.

A student may have the opportunity to respond to the circumstances resulting in such action by submitting any relevant data pertaining to the incident(s) and seeking appropriate recourse through usual channels (see Student Code of Conduct)

Electronic Devices

Use of recording devices and laptops are permitted for lecture and labs. During lecture and labs, cell phones and other electronic devices need to be set on silent or vibrate mode. If a student must respond to a cell phone call during class time, they must leave the classroom or lab to do so. Extended absence from the lecture or lab to return a call may be recorded as an unexcused absence (see attendance policy) and this may impact the student's ability to continue in the lab or lecture that day. Students are urged to use discretion in returning calls during class time.

Lap tops, tablets or other electronic devices that can access the internet are allowed for use in class during lecture. The laptops, tablets or other devices should be used to access EBook, PowerPoints and note taking only. Using the electronic device for personal use OR FOR VIDEO TAPING A LECTURE is prohibited and students found to be doing this will be counseled (see coaching/counseling/conferencing process, page 30)

NO CELL PHONES OR LAP TOPS MAY USED DURING AN EXAMINATION. ALL CELL PHONES MUST BE TURNED OFF PRIOR TO THE BEGINNING OF EXAMINATIONS. NO LAP TOPS WILL BE ALLOWED OUT OF THEIR CASES DURING EXAMINATIONS. Failure to comply with these regulations of use of electronic devices during an examination may result in the examination being graded as a zero as well as student being referred to the Dean of Student life academic dishonesty.

Classroom Testing policy

To assure testing integrity

- 1) Number 2 pencils at the discretion of the instructor will be provided. Student are not to use their pencils or mechanical pencils
- 2) Ear buds, ear phones and any other type of personal audio equipment may not be used
- 3) The instructor reserves the right to assign seating
- 4) Students must raise their hand if there is a question about the test during the test period. Students are not to come to the instructor.
- 5) All personal items must be placed on the ground where the student is seated for the exam. Lockers are available for those who wish to use them.
- 6) Cell phones and lap tops must be placed beside the student on the ground during the test.
 - a. Cell phones should be turned off. Lap tops should be turned off. Books must be closed. Notebooks must be closed
- 7) Watches may be asked to be removed and placed in student's backpack or other such personal belonging pack.

- 8) The instructor reserves the right to remove the exam from the student if the student is exhibiting behavior not conducive to maintaining testing integrity (examples and not limited to: talking to other students during the test, looking at other student's answer key etc.)
- 9) Program will follow the college's policy on Academic dishonesty.

Source: **Academic Dishonesty** and How It Is Handled" from Montgomery College's Code of Conduct

ATTENDANCE

1. The regular College rules on classroom attendance will be in effect for the program. The policy states that a student may not miss more days than the number of days the class meets in one week. For example if a class meets twice a week, a student should not miss more than two days in a semester. The instructor may reduce the grade or issue a failing grade if a student is in non-compliance with this policy is This policy is found in Academic Standards section of the College Catalog. THE STUDENT IS EXPECTED TO READ THE CATALOG.

2. Program Policy: Students are expected to attend all scheduled classes. If a student is ill, or must be absent for other legitimate reasons, the student must notify the instructor within one hour of the scheduled class time. Failure to do so will result in an unexcused absence.

All absences in clinical courses must be called in to both the hospital and the College. All clinical absences) must be made up; a grade of "F" will be given to a student whose time is not complete by the end of the semester or summer session.

Children are not allowed to attend classes with parents.

3. Unexcused absences:
 - A. Students who do not notify the department within one hour of a scheduled class will be considered "unexcused."
 - B. If a test was scheduled for the class in which the student was absent, and it is the instructor's prerogative to determine if the student can make up the examination during finals week. If it an exam is not allowed to be made up the student will receive a grade of zero "0" on the test.
 - C. Unexcused absences will affect the final grade. The effect of unexcused absences on grades will be published in the course syllabi.
 - D. Ski trips, beach trips, vacation or other "personal pleasure" reasons for time off are considered unexcused absences.
4. Attendance and participation as noted in the syllabus
 - ❖ The attendance policy for this course is the same as that stated in the Montgomery College Catalog. Unexcused and excessive absences may result in an administrative drop from the course.
 - ❖ Every absence, lateness to class or lab, leaving early or lack of participation in class will result in a 10 point deduction per infraction.
 - ❖ Excessive infractions will result in a coaching/counseling process which result in grade deductions or unsuccessful completion of course.

4. **Clinical Attendance.** Please refer to the clinical attendance policy in the Section entitled Program Clinical Practicum

5.

6. Long-Term Disability:

If a student should become injured or have emergency surgery which will cause an indefinite periodic absence, this needs to be discussed with the Program Coordinator. Each case will be determined on an individual basis depending on course, time to be missed relative to the semester schedule and the students' academic past performance and abilities. Decisions will be based on clinical placement availability.

E-Mail/ Blackboard

All students receive an MC e-mail address when they enroll as a student and it is the student's responsibility to check this e-mail. Faculty generated emails will be sent to the students MC email only. Students should check their MC email daily

Faculty use Blackboard to post assignments, send announcements, post syllabi, and send communications regarding class objectives, information and other important updates. Students should log onto Blackboard daily to stay informed with the latest updates on clinical and/or classroom information.

Radiologic Technology Program Social Media Policy

Students are advised that no information about the clinical site, staff and clinical patients are ever to be posted on personal and other social media accounts. The posts that ARE NEVER TO BE PUBLISHED ON SOCIAL MEDIA ACCOUNTS include but are not limited to are selfies, photos, descriptions of patients, descriptions of patients' other medical staff are attending to, tagging yourself, classmates, technologists or patients (even with assumed patient permission), or "checking in" during clinical hours as a student. In addition, no images of other students taken during class hours or lab hours should be posted on private or public social medial account or pages. Any students found in non-compliance to these policies are considered to be in violation of HIPAA as well as program policy and may be dismissed from the program.

Students are cautioned about "liking" a public clinical site social media page and posting any comments that are in non-compliance to the policy noted above. Students are cautioned about friending technologists from their clinical sites. Students may never ask to "friend" or follow a patient's social media account.

Montgomery College's Radiologic Technology program has a public Facebook page but the program coordinator is the administrator of this page and is the only person authorized to post on this page. If you feel you have an appropriate post for this page you can place this post on the Facebook page and the program coordinator will review it before allowing it to post. Academic support, images and job opportunities as well as shared posts from other approved sites are regularly posted on this page.

General Education Classes

<u>Course</u>	<u>Credit Hrs.</u>
BIOL 150 Principle of Biology I	4
BIOL 212 Human Anatomy and Physiology I	4
BIOL 213 Human Anatomy and Physiology I	4
ENGL 101 Techniques of Reading and Writing	3
HINM 115 Medical Terminology I	2
Math foundation++	3
PSYC 102 General Psychology	3
ENGL 102 Techniques of Reading and Writing or 103 Critical reading/writing in the work place	3
COMM 108	3

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Radiology Courses

RADT 119	Clinical Radiology I	3
First Semester		
RADT 101	Radiologic Technology I	4
RADT 111	Radiographic Positioning I	3
RADT 120	Clinical Radiology II	2
Second Semester		
RADT 102	Radiologic Technology II	4
RADT 112	Radiographic Positioning II	2
RADT 124	Clinical Radiology III	2
Summer Session		
RADT 125	Clinical Radiology IV	3
Third Semester		
RADT 206	Radiologic Technology III	2
RADT 211	Radiographic Positioning III	2
RADT 224	Clinical Radiology V	3
Fourth Semester		
RADT 207	Radiologic Technology IV	2
RADT 225	Clinical Radiology VI	3
RADT 240	Radiologic Technology V	2

37 credits

RADIOLOGIC TECHNOLOGY CURRICULUM

This is a two-year program. Students begin in the summer for 9 weeks (summer session) Students complete a Fall (15 weeks) and Spring (15 weeks) semesters for their first year. Students attend a 2nd 9-week summer session as they transition to their second year. They complete the program with a Fall (15 week) and a Spring (15 week) semester and graduate in May

Please note that there are general education credits required for the AAS degree awarded for completion of this program. This may require additional time prior to entering this program and many students complete the majority of the general education required for this program. Please see the next section regarding application procedures and the description of priority placement.

RADT 200 Independent study (1-4 credits)*

Course offered to those graduates of any JRCERT approved RADT program who wish to take this course in the form of a remedial registry review class. Must be approved by RADT program coordinator before students can enroll.

Course may also be used as a clinical remediation course.

66 Total credits

RESOURCES

II. RESOURCES

CAMPUS LAB

Rooms 423, 424 and 430 in the Health Science Building are dedicated radiology classrooms (423-lecture and 424,430 practice labs.) In room 424, students practice and simulate radiographic examinations. This lab is equipped with three non-energized x-ray tubes and functional x-ray tables. This equipment allows students to practice positioning each other in the safety of a non-energized unit. This lab has computers have word programs, access to the internet and specific radiographic software (SIMS/Corectec/VH Dissector). Students can access this room whenever they are on campus

Room 430 has fully energized equipment and as such, students can only use this room under the supervision of a qualified radiographer. The lab contains a Rayence wireless direct capture imaging system, a Konica computed radiology system and a radiofluoroscopy room that is fully functional. The program has a fully functioning, FUJI CR Portable, GE portable and a Ziehm C-arm. Students can practice, under the guidance of qualified ARRT registered faculty positioning several imaging manikins (Pixie, Wounded Willy, a light weight manikin as well as pediatric manikin) all are full sized phantoms with a complete skeletal system, movable joints and thorax and abdominal organs and (in the case of Wounded Willy) has fractures. In addition, the lab has specific anatomical phantoms that can be used for imaging. Students are able to make exposures on these manikins and process the image digitally to be viewed on a computer. This lab also has computers with the same software programs noted in 424 lab.

Students must adhere to ALARA and cardinal principles of radiation in these labs. See page 55 for specific mandates for students under radiation safety practices. Refer to the Radiation Safety practices manual located on the web page.

Specified hours each week are available for students to use the lab in addition to their regularly scheduled class hours. Students may sign up with the faculty during these "open" lab hours to practice skills. Students may also be referred by faculty for additional practice time if they are found deficient in a particular skill. Students are encouraged to use the open lab time to practice. Rooms 423 and 424 are equipped with computers as well as the Medical Learning Center which is located on the second floor of the Health Science Building.

FACULTY ADVISEMENT

All students meet initially with faculty in their first summer of the program to assess progress. All students meet again with all three faculty members in the first week of the spring semester of their first year to assess their progress and to receive advisement for additional support services if applicable. In addition, the program coordinator will provide an advising sheet with classes taken during the first year of the program with a follow-up graduation audit in the Fall of the student's 2nd year. Students are encouraged to seek advisement at any time for didactic or clinical support as faculty maintains an open door policy for all enrolled students. Open labs are available for any student who wishes to practice clinical competencies.

LEARNING SUPPORT SPECIALISTS-HEALTH SCIENCE STUDENTS

Specific to the needs of Health Science students, the college provides learning support specialists whose purpose is to assist students as they prepare for the TEAS test for acceptance into the program. In addition, the support specialists provide support to enrolled Health Science students in the areas of successful time management, study and text taking skills as well as to provide support for issues with testing/performance anxiety.

MEDICAL LEARNING CENTER

This center is located on the second floor of the health science building and is available to all students six days a week. Hours do change with each semester and students are advised of the availability of the center at the beginning of each semester and over the summer courses. The staff is equipped to assist students in the many resources available at the center. In addition to computer and internet resources, the center keeps a library of the current textbooks used by the Radiology program as reference materials. These materials may not be checked out and are to be used in the center only. "Mock registries" with answer key as well as registry review books with accompanying CD's are also available for those students who wish to use these registries in preparation for the ARRT registry.

LEARNING RESOURCE CENTER/READING AND WRITING CENTER

The Medical Learning Center works collaboratively with the learning resource center/reading and writing center. Staff from the reading and writing center make every attempt to assist students in the Medical Learning Center in the Health Science

Center. However, tutors and staff are always available in the learning resource center which is located on the first floor of the Learning Resource Building. The Learning Laboratory is located on the lower level of the building and serves students from all disciplines with a focus on reading and writing. Computer programs are also available. The Center staff is eager to assist those students not familiar with the equipment.

MATH LEARNING CENTER

Student tutors help individual students on a walk-in basis with specific mathematical problems. On request, audio and video materials are supplied for reviewing or acquiring math skills.

SCIENCE LEARNING CENTER

The Center provides reinforcing activities for the physical and biological sciences.

STUDENT DEVELOPMENT COUNSELORS AND ACADEMIC ADVISING

Counseling is an integral part of Montgomery College. The College offers a comprehensive program of student services designed to complement other educational offerings and to assist students with the many choices confronting them as they enter and progress through College.

All counselors and the student support services, located on the first floor of the Student Services Pavilion, are available to assist students with academic information, educational planning (including transfer information), career planning (including resume writing, the job search, etc.), explanations of College policy, and identification of community resources. Once you are in the Program you will be assigned to the Program Coordinator who will provide academic advising. Documentation of counseling sessions are left to the discretion of the program faculty when situations arise within specific course requirements.

STUDENTS WITH DISABILITIES

The college has many resources available to students with disabilities and students are encouraged to contact the appropriate personnel who might assist them in enhancing their ability to successfully complete a program. For further information on these services, please contact

Disability Support Services

Germantown 240-567-7734

Rockville 240-567-5058

Takoma Park/Silver Spring 240-567-1475/1480

TECHNICAL CENTER

Supports the Computer Application coursework as well as special software needs, such as non-computer courses like economics or psychology.

FINANCIAL ASSISTANCE

See the Office of Student Financial Assistance in the Student Services Building, Takoma Park Campus for applications for scholarships and grants. Notices of scholarships offered will be posted periodically on the bulletin boards in the Radiologic Technology Classroom. Students can only receive financial aid for courses listed in the program's curriculum.

RADIOLOGIC TECHNOLOGY WEB PAGE/FACEBOOK PAGE

The program maintains an active web page where prospective students can access information on the program, current students can find documents (such as this handbook). Web page is updated regularly. The program coordinator is the web page manager.

The program maintains a public Facebook page; the link can be found on the program web site. The program coordinator is the manager of this page and posts cannot be made without approval by the manager. Employment opportunities (and other posts relating to diagnostic imaging including educational posts) are posted on the program's Facebook page. *Disclaimer: Posting job opportunities is not an endorsement by the Montgomery College Rad. Tech. Program for any facility nor is it a recommendation. This is simply a public service to those seeking employment*

PROGRAM CLINICAL PRACTICUM

CONTRACTURALLY REQUIRED DOCUMENTATION FOR CLINICAL PLACEMENT

HEALTH PHYSICALS

Students must understand and be prepared to meet all medical requirements including the passing of an appropriate health examination and tests per CDC guidelines to participation in the Radiologic Technology Clinical Rotations. . These requirements include the passing of an appropriate health examination and tests per CDC guidelines and Health Science program technical standards, e.g.: (1) complete blood count; (2) urinalysis; (3) a complete hepatitis B vaccination series (series of three and/or positive titer); (4) Prescribed TB screening (two-steps for new students; annual PPD for second year students); (5) Tdap (tetanus, diphtheria, acellular pertussis); (6) MMR two adult vaccination(s) or positive titers for each; (7) varicella vaccination or a varicella titer; and (8) influenza vaccine; (9) other clinical facility requirements. All results must be uploaded to the College's approved outside independent, third-party administrator.

ANNUAL PHYSICAL

All students will be required to submit a repeat complete physical prior to the start of their second summer semester. The physical will require an updated urinalysis and CBC and PDD (see details below). Re-documentation of vaccination and titers will be required but students do NOT need to have titers repeated.). Students are not required to repeat titers but results must be on physical form and lab results must be uploaded to the College's approved outside independent, third-party administrator for approval.

PPD

Incoming students must complete a two-step PPD testing process or complete the quantiFeron-TB Gold. They should consult their medical physician to discuss these options. If a student's PPD results are positive, then a chest x-ray must be performed the results should be documented on the health physical form.

In the next Spring semester, all students must repeat a PPD test to keep their compliance through the end of the program. Those students who submitted chest x-ray results DO NOT require another chest x-ray unless exposure to tuberculosis is suspected, a signature page confirming this must be signed by their physician. All results must be uploaded to the College's approved outside independent, third-party administrator for approval.

CPR

CPR renewals generally are good for two years but must be current for the two years the student is registered in the program. If CPR certification is to expire at any time during the two years, students are required to renew the certification prior to expiration. Certification through the American Heart Association is required and the certification level must be for Basic Life Support (BLS) for Health Care Providers. ONLINE/BLENDED CPR CLASSES DO NOT SATISFY THIS CPR REQUIREMENT. All results must be uploaded to the College's approved outside independent, third-party administrator for approval.

DRUG AND ALCOHOL SCREENING

Students must complete the Drug Test and alcohol screening yearly. Faculty will direct students through this process at the new student orientation and prior to the start of their second summer semester. Students are responsible for this fee yearly. See Health Science Application

CRIMINAL BACKGROUND CHECKS

Students must complete a criminal background check yearly. Faculty will direct students through this process at the new student orientation and prior to the start of their second summer semester. Students are responsible for this fee yearly. See Health Science Application

HEALTH INSURANCE

All Health Science students must have health insurance as a requirement to be placed at a clinical site. Students will be required to provide their health insurance information at the orientation for new students. Students must maintain this health insurance during the course of the two years in the program. For Maryland residents the following contact information is available for information on state funded insurance:

- www.marylandhealthconnection.gov
- Or call 1-855-642-8572 (TTY 1-855-642-8573)
- Or download the Healthy Young American App (it's free!)

LIABILITY (MALPRACTICE) INSURANCE

A student is responsible for his/her actions when in contact with patients and others at clinical affiliates. Although the student is covered by liability insurance through Montgomery College, at no cost during clinical hours published in the Schedule of Classes, students are strongly recommended to purchase their own liability insurance. This insurance covers incidents involving litigation resulting from possible negligence in patient care. All accidents that occur while on clinical assignments resulting in patient, hospital personnel or personal injury and/or damage to equipment must be reported immediately to the Clinical Instructor and Program Coordinator. An incident report must be written to document what took place and if possible, a copy should be forwarded to the College. Information regarding liability insurance can be found at <http://www.hpsso.com>.

PROGRAM CLINICAL PRACTICUM

Clinical Education

The Program consists of six clinical courses (See Table below) and will include a total of **1560 hours** of educationally valid and diverse clinical experience in several different clinical environments. Clinical assignments will include mandatory rotations at two different hospitals, Children's National Medical Center (Hospital), and an outpatient facility. Experience will include a variety of diagnostic, mobile, surgical, pediatric, outpatient and some level of trauma. All hospital clinical rotations must be performed during the College published hours of 7:30 am to 4:00 pm. **Refer to the policies and procedures regarding attendance in the next section. Refer to the Appendix A for specific information on each course.**

Course	Semester	Clinical experience available	Total hours 1560
RADT 119 Clinical Radiology I	Summer I	On campus simulations and classroom competencies.	
RADT 120 Clinical Radiology II	Fall I	First hospital clinical placement may include outpatient facility rotations. <i>Tuesdays and Thursdays for 240 hours</i>	
RADT 124 Clinical Radiology III	Spring I	First hospital clinical placement may include outpatient facility rotations. <i>Tuesdays and Thursdays for 240 hours</i>	
RADT 125 Clinical Radiology IV	Summer II	First hospital clinical placement may include outpatient facility rotations. At midpoint in this semester students are assigned a second hospital assignment which may include outpatient facility rotations. Mandatory Children's Hospital rotations start for assigned students. <i>Mondays through Fridays for 360 hours</i>	
RADT 224 Clinical Radiology V	Fall II	Second hospital clinical placement may include outpatient facility rotations. Mandatory Children's Hospital rotations start for assigned students. <i>Mondays, Wednesdays and Fridays for 360 hours</i>	
RADT 225 Clinical Radiology VI	Spring II	Second hospital clinical placement may include outpatient facility rotations. Mandatory Outpatient facility rotations for all who have not been to an outpatient facility and optional for those who have. Ancillary modality rotations for all students unless required Competency Checklist is at risk for not being completed. Optional Children's Hospital rotations start for some students. Optional rotations through specialized areas that a student would like more experience. <i>Mondays, Wednesdays and Fridays for 360 hours</i>	

- See appendix A for specific information on each course

CLINICAL POLICIES AND PROCEDURES

CLINICAL EDUCATION POLICY

The clinical education, which will start in the Fall semester of the student's first year of the program, will be much different than the traditional classroom instruction to which the student has been accustomed. It involves the radiography and care of real patients, and the use of radiation, which could be dangerous to humans if used improperly. Since many factors together constitute a very different situation than a classroom education, a much more structured set of rules and regulations are necessary to ensure the smooth functioning and effectiveness of the clinical courses.

Montgomery College has a uniform written agreement in effect with all the affiliated hospitals, and close cooperation between the College and hospital coordinators is vital to the success of the program.

The student's part in ensuring the effectiveness of the clinical portion of the program is to have a good understanding of the educational philosophy of "hands on" clinical training, a thorough knowledge of the pertinent rules, and the will to cooperate with them.

The following sections of the Handbook represent the regulations and policies for the clinical education of students in the Radiologic Technology Program at Montgomery College. The regulations and policies will apply to all Radiologic Technology students in the program.

CLINICAL PERFORMANCE EVALUATION OVERVIEW

In the didactic portion of the Program, evaluation of performance will be accomplished as described in the course syllabi and according to College policies. In the clinical areas, the course syllabi will describe the more complex evaluation procedures. A percentage of the student's grades will be assessed using competency examinations, formal evaluations which are completed by the hospital technologists, written assignments, and the record of radiographic examinations. Student performance evaluation is based upon specified levels of technical and professional competency and provides an opportunity for guidance and assistance when student improvement is deemed necessary. All evaluations will be discussed with the student by the Clinical Instructor and/or Program Coordinator and signed by them signifying that they have seen them.

CLINICAL ASSIGNMENT POLICY

Student are assigned randomly to a minimum of two acute care settings for their clinical rotations. This lottery style selection by faculty, are non-negotiable and faculty will not allow students to change or switch sites. While the faculty recognizes that students may be assigned to sites that are a distance from their job or home, students must be prepared to make accommodations to get to their sites. Faculty can make alternative schedule changes, within reason to accommodate commutes but all hours must be completed per semester/session.

Students must also be accepted by the assigned clinical site through the College's approved outside independent, third-party administrator. If a student is denied access to the site they will not be assigned to another clinical site.

All students are required to rotate through Children's Hospital, and at least one outpatient setting of the student's choice over the two-year period. In the spring of a student's second and final spring semester, students have an option to rotate through ancillary modalities (if student is demonstrating appropriate competency level and student is not making up time)

If a student is asked by a clinical education setting to not return to that setting for violation of the established rules and regulations, the student will not be placed at another clinical site for the duration of that semester and must follow the policy for re-entry into the program. (See section entitled RE-ENTRY INTO PROGRAM)

Any student having a problem with Clinical Instructor, Supervisor, or Technologist may ask for a conference, and the College Instructor should be informed. A conference date may then be arranged with the student, College instructor, and/or appropriate clinical personnel.

E-VALUE ONLINE BASED PAPERLESS CLINICAL ASSESSMENT SYSTEM

The program is now using E-value, an online clinical management tool. This tool is used to document clinical attendance, clinical procedures data, competencies, and other evaluation and assessment tools. Students may incur the annual expense to allow their utilization of this site as part of their clinical documentation. (see expense link on the web page for the latest E-value expense). E-value tutorials are posted on student Blackboard accounts, found as links loaded on E-value, under E-value "HELP", sent via email as needed and can be found in both Clinical Instructor Manual and the Clinical Site Notebook.

Students are given an orientation to E-value and the components they will be utilizing prior to attending their first clinical site. Continuous training will occur as they continue in the program. Students are required to utilize E-value to clock in and out on a designated computer at their clinical site to record accurate clinical attendance. Students must also punch in and out using a time card. Students are also required to enter all patient interactions in E-value daily but are not allowed access to computers or hand held devices so they should document all interactions during the day and enter them after their shift is completed. Compensatory time is given to all students for this ongoing requirement. Handheld devices should be utilized only during student lunch or break hours away from the radiology department.

All staff directly working with and supervising RT students will utilize E-value for all clinical evaluations, objectives and completing competencies. They will also be asked to verify competency prep signatures and repeats they directly supervised for students. Clinical staff do not pay for E-value access. The faculty will obtain the technologist full name, credentials and email address and build a profile for them. Please note that clinical affiliate administrators usually require that the technologists utilize their affiliate emails for this process. Clinical staff will be notified via email of their log in name and password. Clinical faculty visiting the clinical site will work with each supervising technologist on the E-value tools they will need to utilize. Tutorials will also be available as noted above.

When an action is required by the supervising technologist an email notifications generated from E-value. The action can be completed by clicking on the link. Reminder notifications will be sent after 48 hours of non-completion.

CLINICAL SKILLS ACCOUNTABILITY

Students are accountable for all skills previously learned. The campus laboratory located in the Health Science Building (room 424 and 430) is open at specified hours or by appointment throughout each semester. A faculty member is available to students for guidance while practicing

Patient Care Competencies

Students are required to successfully complete required ARRT patient care competencies. These **mandatory patient care competencies** are performed in RADT 119 and are assessed on a Pass/Fail scale. These competencies are completed in designated labs and absence during these specific labs may prevent the student from successfully completing RADT 119. If a student is unsuccessful in completing these patient care competencies in this class, they will NOT be placed at an assigned clinical site and as such, will not be able to successfully complete RADT 119. If this occurs, the student will have to reapply to the program.

Clinical Competencies

After successful completion of the patient care competencies and successful completion of RADT 119 in subsequent semesters, students are required to complete a certain number of mandatory and elective ARRT and program required imaging competencies with a grade of 90% or higher

In these subsequent semesters a specific of number of competencies are required and are indicated in each clinical syllabus. Before a student may attempt to complete a competency that can be graded, they must have accumulated a clinical experience and comp prep verification through E-value from the supervising radiographer. The student may also be required to have the supervising radiographer initial the competency form. The verifications indicate that the student has actively participated in at least two procedures prior to them attempting to comp the exam to meet the

mandatory/elective competency checklist. Students may NOT perform competencies on procedures/exams that have not been covered previously in a didactic class. Students should participate in all exams whether they have been covered in class or no. All exams that the student observes, participates with, performs, or comps should be recorded and entered into "Case Logs" in E-value. Students should keep a HIPAA compliant paper log which will later be entered into E-value within the designated time frame as noted in the clinical syllabus to avoid point deductions. The student must ask the supervising radiographer if they can comp the exam prior to the start of the exam. If the supervising radiographer agrees to comp the student the competency form must be given to them prior to the start of the exam. The supervising radiographer has the right to deny the student's request to comp an exam even if the student has the clinical experience and comp prep verifications for the competency. The supervising radiographer also has the right to stop a competency examination if it becomes clear that the student is not ready to comp the exam. A passing grade for a competency is 90%. Those competencies that score lower than 90% are factored into the final grade but the student will have to repeat this competency. The faculty can choose to re-comp a student on any exam that the student has successfully comped if they feel that the student is still struggling with the exam. If the student does not pass this re-comp the original competency will be removed and the student will be required to comp the exam again.

Students should be assigned rotations that give them the opportunity to work with a variety of registered radiographers. Students should not have more than half of their competencies graded by the same radiographer.

Students may not re-comp exams/procedures to fulfill the required competency numbers for the semester without prior approval from the clinical faculty. First year students may not re-comp in the RADT 120 and RADT 124.

There are special circumstances in which a student may be required to comp an exam without the clinical experience and comp prep verifications. This consideration is offered only in RADT 225 and will require the clinical faculty's approval.

The ARRT allows for simulations of some mandatory and elective procedures. The clinical faculty will determine the need for a simulation.

DIRECT AND INDIRECT SUPERVISION

Students who have not yet demonstrated competency (based on a successful competency as noted in the section above) must be under direct supervision of a registered radiographer. Direct supervision means that the radiographer is in the radiographic room observing and supporting the student. Once the student has demonstrated competency on an examination, they may perform the same examination under indirect supervision. Indirect supervision implies that a radiographer is within speaking distance of the student. The radiographer does not need to be outside of the room but close enough to respond a student's call. Use of a telephone or paging system does **not** comply with indirect supervision. Students should not go on portables without a radiographer accompanying them even if they have demonstrated competency in portable radiography. The same policy holds true in the surgical suite. Students should not be left alone in the room and a radiographer needs to be within calling distance of the student.

REPEATING RADIOGRAPHS

When a student must repeat a radiograph taken on a patient, **the student must have a registered technologist in the room with him or her, no matter the level of competence.** At all times, it is imperative to keep any unnecessary exposure to a minimum for the patients.

Students are required to document all repeats. The student should enter all Repeats in their E-value Case Logs which will request a verification from the supervising technologist that they may have assisted and did observe the student performing the Repeat. A detailed tutorial will be available on the E-value web site. Students that do not record their repeats will be penalized and conferenced due to this being a Program requirement.

ATTENDANCE POLICY

The attendance policy specific requirements will follow infractions to any component of the attendance policy will result in a 10-point deduction in Policy Compliance and Affective Behavior grade and can ultimately result in a coaching, counseling, conference process with a possible letter grade drop or unsuccessful completion of the

course.

Attendance is a crucial component of the clinical rotation and because of this it is monitored carefully. Good attendance reflects a positive commitment to the program as well as to the work environment. Due to the importance of clinical experience, absenteeism is not tolerated. The RT Program attendance policy reflects the Attendance Policy in the Montgomery College Catalog.

A. Absences

Due to the importance of clinical experience, absenteeism is not tolerated. If a student is not present at his/her assigned area or room rotation for the assigned day, then the student will be considered absent for the day.

1. Scheduled Leave hours:

Scheduled leave hours are given each semester to help alleviate potential hardships for students, a designated number of *scheduled leave hours* are given for each clinical course. In addition, hours may be offered by faculty for participating in enrichment/learning opportunities which will also be considered leave hours.

These hours are a use or lose each semester, the hours can't be carried over to the next semester. The scheduled leave hours must be utilized for lateness or absences until exhausted. Students must follow the policies found later in the attendance policy for contacting faculty and clinical site. When the leave hours are exhausted the student will then need to make-up all missed time

2. Absence Notification:

If a student is reporting late, or not reporting to their clinical site on their assigned day, the student is required to call and notify both the college clinical instructor **and** the clinical instructor or a designee at their clinical site. Any student who fails to call in when absent or late will be penalized with a 10 point deduction per infraction. All further infractions may result in being coached, and /or may receive a letter grade drop or unsuccessful completion of course. See the Coaching, Counseling, Conference Policy.

3. Absence Report Form:

While it is understood that unexpected circumstances may cause a student to miss clinical days, all course required clinical hours must be made up. An ***Absence Report Form*** must be completed by the student with coordination and prior approval via signatures from both the College clinical instructor and the Clinical Site clinical instructor. This signed and completed form will cover the student with liability insurance during the documented hours. The hours on this form are a contracted agreed assignment and therefore if a student is not able to attend their clinical site on the date and/or time agreed upon they must call and notify both the College clinical instructor **and** Clinical Site. Make-up hours may be performed on non-assigned clinic days or hours although there may be certain restrictions based on the clinical site and student situations. Students may not make-up hours on days the College is officially closed due to weather, holidays or other closings. If a student attempts to work clinical hours when the College is officially closed or the faculty have cancelled clinical for the day the student will be asked to leave the site and none of the clinical time accrued on that day will be counted. Any student who is in non-compliance with any of these procedures will be penalized with a 10 point deduction per infraction. All further infractions may result in being coached, and /or may receive a letter grade drop or unsuccessful completion of course. See the Coaching, Counseling, Conference Policy.

4. Excessive absences:

Excessive absenteeism is defined as: *total course absences that exceed the number of class sessions per week.*

Each clinical course syllabi will state the mandatory clinical course hours and excessive absenteeism for that

course. A student who is demonstrating absenteeism may be penalized on the general competency evaluation form absence grade. All further infractions may result in being coached, and /or may receive a letter grade drop at the point the student exceeds the number of days stated in the course syllabi. This letter grade drop will be issued at the point when grades are posted for midterm/final grades. Continued problems with absenteeism or lateness in the RT Program will result in documentation through the Coaching, Counseling, Conference Policy.

5. Lateness/Tardiness:

Lateness is defined by a student who is not clocked in (either in E-value or the time clock) and not in the QC area of the Radiology department ready to work at their scheduled time. Being prompt in attendance at the clinical site is an important attribute that all Radiologic Technology students are expected to maintain. In the event a student may be late to their clinical site for any reason they are expected to contact both the Faculty Clinical instructor assigned to that site and the appropriate personnel at the site by phone. The faculty reserves the right to excuse the missed time from being a "late". A 10 point deduction will be the result for each infraction of non-compliance to this procedure. The 4th late will be considered excessive lateness.

6. Emergencies/Medical Leave:

Emergencies or serious situations will be recognized as excused absences. These may include: personal illness, court appearances, or death in the immediate family (parents, grandparents or siblings). Proof of the excused absence may be required upon the discretion of the Faculty Clinical Instructor. If a student is missing time due to a medical issue, a doctor's note may be required to address the student's ability to resume their clinical rotation as well as any limitations. This letter must be reviewed by College Faculty prior to the students return to the clinical site. **ALL hours missed must be made up.**

7. Course Hour Completion:

All Course hours must be completed by the end of the semester. Exceptions to this policy will be allowed only with compelling reasons and proper documentation. If a serious emergency arises and is documented, the missing hours can be made by the fourth week of the next semester with a grade of Incomplete (I) being given until the hours are completed. If the hours are not completed by that time, the student will receive a grade of "F" an unsuccessful completion of the clinical course. Completion of the total course hours will include clinical hours and faculty designated MC closure hours, MC hours, and scheduled leave hours.

B. Clinical Hour documentation

1. Liability Coverage/Change of Schedule Form

Students are covered by the college's liability insurance from **7:30 am to 3:30 pm** on scheduled clinical days only. Student's may adjust their clinical hours from the scheduled 7:30 am to 3:30 pm shift by completing a **Change of Schedule Form** and obtaining the appropriate signatures from the College Faculty and Clinical site clinical instructor. The only options for schedule adjustment are starting at 7:00 am 7:15 am, 7:45 am or 8:00 am and leaving at 3:00 pm, 3:15 pm, 3:45 pm, 4:00 pm. The hours on this form are a contract agreement between the student, college and clinical site to cover the student with liability insurance and therefore the student may not be at their clinical site working any hours other than these contractual hours. Students who do not have prior written approval are NOT covered by the college's liability insurance and thus PERSONALLY assume total responsibility for liability in the event of a legal situation. In addition, the student is expected to be at their assigned clinical rotation at their clinical site during those hours.

**please note that some ancillary site rotations may not be flexible with their hours*

2. Early start/Staying late

The Program does not discourage a student from staying late occasionally to participate with an exam that runs past their scheduled time or starting earlier than their scheduled time. If a student does start earlier than their scheduled time or stays later the student must have their time card initialed by the supervising technologist who worked with them and write a comment in E-value as to why their time is different than their scheduled time. This extra time will not be counted without

this documentation.

A student who has this happen on a regular occurrence is considered to be *Banking hours*. Banking hours is not permissible unless previously arranged with College faculty. Any student who is in non-compliance with any of these procedures will be penalized with a 10-point deduction per infraction. All further infractions may result in being coached, and /or may receive a letter grade drop or unsuccessful completion of course. See the Coaching, Counseling, Conference Policy.

3. E-value Time Tracking/Time card:

The student is responsible to punch in and out on their time cards when they arrive and leave their clinical site. The student is also required to clock in and out utilizing the E-value time tracking as well as their time cards. Students should log into their E-value account on a designated computer at their site only. **Hours will not be counted if the student clocks in and out for E-value on a handheld device.** If there is no computer access for E-value utilize the time card only. If there is no time clock at a clinical site, the student should utilize the E-value system and have a technologist sign in and out on a time card for the student upon arrival and departure from the site.

If a student forgets to clock in with time clock and/or in E-value the student write a comment in E-value and ask the supervising technologist initial their time card and write in the time the student arrived or left.

Students are cautioned to use their time cards/E-value time tracking correctly Under no circumstances should a student use or punch another student's timecard. Misuse of timecards/time tracking hours is considered academic dishonesty and could result in unsuccessful completion of the course. Credit may not be given if the student is not clocked both in and out on a clinical day or the hours are not legible on the card. All clinical hours are monitored and documented by the college clinical instructor.

Non-compliance with time card usage will result in a 10-point deduction for each infraction and utilization of the coaching/conferencing process as deemed necessary.

4. Lunch Policy:

Students must be allowed a minimum of thirty (30) minutes for lunch. Students are encouraged to take lunch breaks and to take them at a normal lunch time. If the student leaves the Clinical Site premises at any time, he/she must clock out and back in upon their return. The student is still expected to return back to the department ready to work by the appropriate time. Any student who is in non-compliance with this procedure will be penalized with a 10 point deduction per infraction. All further infractions may result in being coached, and /or may receive a letter grade drop or unsuccessful completion of course. See the Coaching, Counseling, Conference Policy.

PROGRAM CLINICAL PRACTICUM

STUDENT CLINICAL CONDUCT POLICIES

CONDUCT POLICY

Students are required to comply with all school regulations as outlined during the orientation session and can be accessed on line via the college website (www.montgomerycollege.edu) Students are required to act in a manner that will reflect credit on themselves, the school and the profession for which they are being educated.

Each incident will be handled in accordance with the appropriate document such as the Catalog, Student Code of Conduct, Policies and Procedures, etc. Infraction of the College code of conduct requires the faculty to contact the Dean of Student Services who will then advise the student and faculty (if applicable) as to the action that will taken due to the infraction.

Those students who display inappropriate clinical behavior are in non-compliance to specific Radiologic Technology policy will be coached, counseled or conferenced based on the Coaching/Counseling/Conferencing policy previously outlined in this handbook.

Clinical courses are treated the same as academic courses since they are an integral part of the curriculum. If the student is having difficulty clinically, this is documented via evaluations. The students will review their evaluations. If a problem persists the student will be counseled and that session will be documented. The program will institute the coaching/counseling/conference process as previously described in this handbook

If the problem or the behavior is not resolved, the student may not successfully complete the course. Appeal procedures are available to the student and can be pursued through the Counseling department.

INFRACTIONS OF PROFESSIONAL BEHAVIOR

1. Insubordination
2. Falsification of any affiliate or Montgomery College records
3. Intoxication or under the influence of unauthorized drugs while in the classroom or clinical area
4. Theft of any kind
5. Malicious gossip or discussing exam results with patients
6. Gambling on premises
7. Solicitation of any type.
8. Felony conviction
9. Excessive absenteeism and/or abandonment of clinical assignment
10. Sexual harassment and/or sexual misconduct
11. Other serious misconduct as deemed by Program Administration or Clinical Affiliates.

CODE OF CONDUCT

Rules and regulations concerning conduct to be observed by all students are not limited to the following listings. Students are expected to behave in a professional and ethical manner at all times. **Each Clinical Education Setting reserves the right to refuse a student admission into the facility resulting from violation of the code of conduct or infractions of professional behavior.** The faculty expects the Radiologic Technology students to abide by the specific Clinical Affiliates policy of conduct. A student will be subject to disciplinary action if violations of any kind occur. The student will find all of this information as part of each clinical syllabi also.

A RADIOLOGIC TECHNOLOGY STUDENT SHALL NOT:

1. Mistreat patients in any manner; including leaving patients unattended while undergoing diagnostic procedures.
2. Sign in for attendance via E-value for another student or punch in any time card to sign-in sheet except his/her own, or allow another student to do so. This considered a form of cheating.
3. Be excessively absent or repeatedly tardy,
6. Fail to notify the class instructor or Clinical Instructor and clinical site of absence or lateness prior to assigned starting time for clinical or for class.
5. Loiter on hospital premises outside the radiology department or other unauthorized places; loiter within the radiology department beyond assigned hours.
5. Misuse confidential information or falsify information, records and reports.
6. Exhibit insubordination – immoral conduct, indecency, or refusal to follow instruction from those designated supervisors.
7. Willfully damage or destroy or misuse institutional property.
8. Steal or be in unauthorized possession of hospital or another person's personal property.
9. Create or contribute to unsanitary conditions on hospital premises.
10. Intimidate or coerce another student or employee through physical or verbal threats.
11. Engage in soliciting on any level or gambling on hospital grounds.
12. Smoke in undesignated areas of the radiology department or other undesignated areas of the hospital, obeying other regulations concerning fire, safety, parking, and visiting.
13. Be in possession of a weapon of any kind while on hospital premises.
14. Engage in excessive talking, laughing, and other disturbances not appropriate in the hallway, around patients, or on hospital premises.
15. Fail to report any accident or injury involving student, patients, other hospital employees, or visitors.
16. Be inebriated, drinking, or have possession of drugs and/or alcohol on hospital premises.
17. Leave the clinical area early without prior permission of the Clinical Instructor.
18. Sleep or loiter on Clinical time.
19. Accept or coerce gifts from patients
20. Be in non-compliance to the ARRT code of Ethics
www.arrt.org

AFFECTIVE BEHAVIOR

In the Radiologic Technology Program Affective behavior is defined as behavior that is expected to be fully compliant to program policies. It also encompasses demonstration of positive teamwork, and professional demeanor. All clinical and didactic courses have a grading column assessing this behavior and students will lose points if they do not follow policy or demonstrative behavior impacting the clinical environment. In addition, students can be coached and conferenced if non-compliant affective behavior issues are demonstrated. Continued non-compliance of the policy may result in a letter grade drop in the course the behavior is demonstrated or may constitute administrative withdrawal from the program

SAFE CLINICAL PRACTICE/PATIENT SAFETY POLICY

Physical and emotional welfare of patients and their families is our highest priority. Students are expected to maintain patient's physical, psychological and emotional safety at all times. Students are expected to demonstrate growth in clinical practice through the application of knowledge and skills from the beginning to the end of each concurrent course.

Unsafe clinical practice is an occurrence or pattern of behavior involving unacceptable risk. This behavior places the patient, staff, clinical instructor, fellow students or other bystanders in either physical or emotional jeopardy. Evidence of unsafe clinical practice will result in a coaching, counseling, remediation or immediate dismissal from the clinical course. **Faculty reserve the right to remove students from the course and possibly the program if they are made aware of or personally observe unsafe clinical practice.**

Physical Jeopardy is identified as the student putting others at risk by:

**This includes but is not restricted to the list below*

- ❖ Actually causing harm
- ❖ Not properly identifying patient
- ❖ Poor or inconsistent patient care and imaging skills
- ❖ Radiographing the wrong patient or wrong body part
- ❖ Unsafe ambulation/interaction with patient
- ❖ Not practicing effective OSHA standards
- ❖ Not practicing effective Standard Precautions
- ❖ Not practicing effective Radiation Safety

Emotional jeopardy is identified as the student creating an environment that is unsafe due to:

**This includes but is not restricted to the list below*

- ❖ Insubordination, lack of respect through verbal or non- verbal communication
- ❖ Practices that evoke anxiety, distress or some type of threat
- ❖ Non-compliance with HIPAA and patient confidentiality

The medical facility has the right to ask a student to leave the department permanently if the medical facility feels the student is compromising patient safety or presents otherwise disruptive and/or unsafe behavior. If a student is asked to leave their assigned clinical facility, the student WILL NOT be placed at another facility to complete the semester/session and WILL NOT be able to satisfactorily complete the course and student is not eligible for return for advanced placement.

STUDYING DURING CLINICAL HOURS.

The importance of the clinical experience is invaluable. Even when there are no radiographic examinations to be performed, students are encouraged to practice positioning in radiographic rooms with the permission of the staff clinical instructor or supervisor. Students are expected to assist in stocking the various rooms with supplies and assuring the rooms are neat. **STUDYING DURING CLINICAL HOURS IS NOT ENCOURAGED unless approved by the clinical site and the college faculty.** This courtesy is awarded rarely as most of the clinical sites have a heavy patient load and is considered on a case by case basis. It could be allowed for a short time if there is a time frame where there are no patients waiting, the rooms are properly stocked and the students have demonstrated appropriate competency in positions. Once patients begin to arrive in

the department, the student may no longer study. Students who disregard this policy may be asked to leave the clinical site for the day and the time missed must be made up. Continued disregard to this policy may result in more severe disciplinary actions.

LEAVING ASSIGNED AREA/VISITING PATIENTS

Students shall not leave their assigned radiographic room or the clinical area without the permission of the Clinical Instructor or immediate person in charge. Doing so without the permission is considered abandonment of clinical assignment. Any student doing so will be counseled and will have to make up the time lost. Continued infraction of this policy may result in the unsuccessful completion of the clinical course.

Students are not allowed to visit patients during class hours unless approved by the Clinical Instructor. In any case, the student should follow the visiting hours designated by the student's particular clinical institution.

HIPAA /CONFIDENTIAL INFORMATION

Students, prior to rotating through the clinical sites will receive a lecture on HIPAA regulations and the need for confidentiality in RADT 119. All hospital and patient records are confidential in nature. Requests for information concerning a patient should be referred to the clinical supervisor or designate. Students are expected to maintain the confidentiality of patients in a professional manner. Images (either on CD or printed) taken from the hospital for education purposes must have all identifying patient information (this includes name of facility, ID's numbers, birthdates, names) removed physically (BLACKING OUT WITH A MARKER IS NOT SUFFICIENT. THE IDENTIFYING INFORMATION MUST BE ERASED DIGITALLY OR CUT OUT PHYSICALLY). Students are required to sign an oath to abide by this policy at the beginning of the Program.

FINANCIAL REMUNERATION

Under no circumstances will students be paid for their services while doing their clinical education in the hospital. If a student works outside of their clinical hours in the same hospital in which he/she is assigned, there is no problem as long as clinical hours and work hours are kept clearly separate.

Do keep in mind that when working as an employee at the same clinical affiliate, roles of employee and student sometimes are difficult to keep separate. The student sometimes will be challenged to keep the delicate balance between the two roles in order to avoid problems. A separate dosimeter should be provided by the employer. The "College dosimeter" should not be worn for part-time jobs. The student should also inquire about liability insurance coverage provided by the employer.

PERSONAL TELEPHONE CALLS, XEROXING AND INTERNET USAGE

Personal telephone calls are not allowed. Only emergency calls can be received by students. Messages will be taken for other calls. Cell phones should be turned off at all medical facilities. Xeroxing for personal use is not allowed. Students are NOT to use the internet for personal use. This includes checking personal e-mails, instant messaging or research of any kind during clinical time.

EATING AND SMOKING

Students shall not eat, drink, or smoke while on duty except in designated areas. Each clinical site will have designated areas as required by OSHA and Maryland Occupational Safety and Health regulations. Cosmetics and such should not be carried and used in patient care areas where contact with bloodborne pathogens may occur.

STUDENT EMPLOYMENT AS STUDENT RADIOGRAPHER

Students are not encouraged to work as student technologists prior to graduation since they are not considered registry eligible until they finish all clinical and didactic classes. However, if a student makes a decision to do so, it is recommended that the student asks the employer to supply a dosimeter and liability insurance since the College cannot assume responsibility for either of these items.

A student employed in any capacity at a health care facility used for clinical lab must inform the appropriate faculty member and request clinical placement at a different facility, if possible. This provides a broader learning experience for the student and prevents role conflict. Students will rotate through a minimum of two acute care and one outpatient setting during the course of the curriculum.

Students who obtain employment as technologists prior to completion of the program MAY NOT obtain clinical competencies at the site of their employment or during the time they are an employee of a clinical site. They also may not be evaluated for clinical competency as an employee.

GIFT GIVING AT THE CLINICAL SITES POLICY

The Montgomery College's Radiologic Technology Program does not permit students to present gifts to the clinical sites for any reason. Gifts that are not permitted include money, gift certificates, food or merchandise. Thank-you cards or holiday cards are permitted. Once a student graduates from the program, this policy does not apply

PROGRAM COACHING/COUNSELING/CONFERENCE PROCEDURE
PROGRAM POLICY NON-COMPLIANCE

The faculty will identify and document unsafe behaviors/ program and/or college policy noncompliance or if the personal interactions and behavior of the student is not conducive for a learning and teaching environment the coaching/counseling/conference policy for program policy noncompliance will be instituted.

COACHING, COUNSELING, CONFERENCE PROCEDURE
See page 29

Radiologic Technology Program Social Media Policy

Students are advised that no information about the clinical site, staff and clinical patients are ever to be posted on personal and other social media accounts. The posts that ARE NEVER TO BE PUBLISHED ON SOCIAL MEDIA ACCOUNTS include but are not limited to are selfies, photos, descriptions of patients, descriptions of patients other medical staff are attending to, tagging yourself, classmates, technologists or patients (even with assumed patient permission), or "checking in" during clinical hours as a student. In addition, no images of other students or faculty taken during class hours or lab hours should be posted on private or public Facebook pages. Any students found in non-compliance to these policies are considered to be in violation of HIPAA as well as program policy and may be dismissed from the program.

Students are cautioned about "liking" a public clinical site social media page and posting any comments that are in non-compliance to the policy noted above. Students are cautioned about friending technologists from their clinical sites. Students may never ask to "friend" or follow a patient's social media account.

Montgomery College's Radiologic Technology program has a public Facebook page but the program coordinator is the administrator of this page and is the only person authorized to post on this page. If you feel you have an appropriate post for this page you can place this post on the Facebook page and the program coordinator will review it before allowing it to post. Academic support, images and job opportunities as well as shared posts from other approved sites are regularly posted on this page.

CYBERSECURITY POLICY

Because most medical facilities are now paperless and patient records are electronically maintained and in the event students are given passwords for temporary access to EMR's, students must remember to take password security seriously. Those students who misuse this security information or are found to gather information on a patient outside of the immediate need per imaging department policy will be considered in violation of federal regulations on cybersecurity, non-compliance to HIPAA regulations and non-compliant to program policies and will be removed immediately from the clinical site and from the program.

PROGRAM CLINICAL PRACTICUM
RADIATION AND OTHER SAFETY POLICIES

Radiation Safety

Students will follow the ALARA and the cardinal rules of radiation safety as discussed in their first day of the RADT 119 class, which is a clinical class conducted on campus beginning the third week of May each year. Radiation safety practice objectives are reinforced throughout the program in each RADT class, both clinical and didactic with advanced radiobiology concepts and regulations addressed in classes as noted in the syllabi. See page 8 of the radiation safety document (or appendix D in Students handbook) for curriculum sequence. In addition, this Safety Practices document is provided to all students and can be found on the Rad. Tech web page under link entitled Safety Practices . The document is also found outside of the energized lab in HC 430.

Exposure monitoring (dosimeters) and identification

Montgomery College provides dosimetry badges (Optically Stimulated Luminescent Dosimeters or OSL) for the Radiologic Technology students. The students will always wear the OSL while working with any form of ionizing radiation. It is to be worn around the upper chest area (on the collar) at all times. When wearing protective lead apparel, the dosimeter is to be worn above this apparel. No student will be allowed to work in the clinical areas without the dosimeter. or classroom energized laboratory area without their dosimeter. Students are reminded to bring their dosimeters to the labs while exposures are made using the energized lab or portables. If a student forgets their dosimeter, they are not to remain in the room when exposures are made on the phantoms. Appropriate protective wear will be used according to the procedure protocol.

Exposure labs on campus: All students are expected to follow radiation safety practices in the lab as well as at the clinical sites. Students are to wear their radiation dosimeters for all labs.

Dosimeter and the clinical site: Students must always wear dosimeters at the clinical site. Students who fail to wear their dosimeter in the clinical site must leave the site. They may return the same day once they retrieve their dosimeter. Loss of time at the site must be made up. Continued non-compliance of appropriate wearing of the dosimeter at the clinical resulting in absences from the site may result in a grade reduction and/or unsuccessful completion of the clinical course.

Students must always wear lead aprons and thyroid shields while assisting in fluoroscopic procedures and mobile radiography studies

Under no circumstance is a student to hold a patient or image receptor for an exposure.

Badge inserts are changed monthly, and it is the responsibility of each individual student to see that the badge insert is changed before the 20th of each month. **Should a student not turn in their dosimeter prior to the deadline, points may be taken off the final grade of the clinical course in which they are enrolled.** Failure to adhere to this policy may result in an inaccurate radiation exposure reading since the rest of the dosimeters will be mailed to the dosimetry service with the "control" badge. However, students should wear their dosimeter even if it is past the expiration date until a new dosimeter is obtained.

A printout from the vendor who provides the OSL's is provided for student's review each month . Each student is asked to review his/her radiation exposure reading *using dosimeter number only each month (every 30 days)*. All other identifying information are removed from this report. The radiation safety officer maintains the original of each monthly report in a secure place. Students will be consulted for any reading reported for 10 or more millirems on a monthly report to determine how the exposure has occurred. A reading over 40 millirems for the month will necessitate a possible change in rotation from high exposure areas or procedures. A conference will be necessary with the RSO and the program director in the event of an unusually higher radiation dose on any report summary. This will be necessary to determine if the dose was physically obtained by the student or if the dosimeter was inadvertently left on an apron or shield. All students are reminded that the summary reports track a lifetime dose and will remain on a radiographer's report for the remainder of their career. Each student is encouraged to keep track of their dosimeters accordingly and turn them in a timely fashion.

A monthly checklist with the student's initials is provided along with the monthly dosimeter printout. Each student is asked to check their monthly reading and place their initials in the column provided next to their name. The checklist is kept in a secured binder in RSO office and the report is placed in the energized lab. The dosimeters usually arrive by the 10th day of the month and will be placed in the student mailboxes. The students are expected to switch out their old dosimeters and the RSO (Full Time Rad. Tech Faculty) will mail them back to Landauer within the next week.

DIRECT AND INDIRECT SUPERVISION

Students who have not yet demonstrated competency (based on a successful competency as noted in the section above) must be under direct supervision of a registered radiographer. Direct supervision means that the radiographer is in the radiographic room observing and supporting the student. Once the student has demonstrated competency on an examination, they may perform the same examination under indirect supervision. Indirect supervision implies that a radiographer is within speaking distance of the student. The radiographer does not need to be outside of the room but close enough to respond a student's call. Use of a telephone or paging system does **not** comply with indirect supervision. Students should not go on portables without a radiographer accompanying them even if they have demonstrated competency in portable radiography. The same policy holds true in the surgical suite. Students should not be left alone in the room and a radiographer needs to be within calling distance of the student.

REPEATING RADIOGRAPHS

When a student must repeat a radiograph taken on a patient, **the student must have a registered technologist in the room with him or her, no matter the level of competence.** At all times, it is imperative to keep any unnecessary exposure to a minimum for the patients.

Students are required to document all repeats. The student should enter the Repeat in Caselog in Evaluate which will request a verification from the supervising technologist that they may have assisted and did observe the student performing the Repeat. A detailed tutorial will be available on the E-value web site. Students that do not record their repeats will be penalized and conference due to this being a Program requirement.

PREGNANCY POLICY

At monthly information sessions and during orientation of newly accepted students the pregnancy policy is reviewed. In addition, an additional review of the policy is incorporated into the RADT 119 (Clinical radiology I) class

The National Council on Radiation Protection and Measurement (NCRP) recommends that the dose equivalent to the embryo-fetus from occupational exposure to the expectant mother should be limited to 0.5 REM for the entire gestational period. It is also stated that females involved in the occupation may voluntarily disclose their possible pregnancy to their supervisor if suspected. Through proper instruction to these precautions, it is possible to limit all occupational exposure to under 0.5 REM per year and prevent fetal dose equivalents from being surpassed.

All students enrolled in the Radiologic Technology Program are instructed in proper safety precautions and personnel monitoring prior to being admitted to any ionizing radiation area. Students are required to abide by **ALL** safety precautions and importance of keeping exposure as low as practical through a combination of time, distance and shielding is stressed.

Should any student suspect pregnancy, she is recommended to voluntarily disclose it to the Program Coordinator. This must be in writing and indicate the expected date of delivery. In the absence of this information, a student cannot be considered pregnant.

Upon voluntary disclosure of the pregnancy, the student will:

1. Meet with the Program Coordinator regarding the nature and potential radiation injury associated with in-utero exposure, the regulatory limits established by the NCR Regulatory Guide 8.13 and the required preventative measures to be taken throughout the gestational period. A statement of receipt of this information will need to be signed at this time.
2. The pregnant student has the option to complete the program without any modifications. If requested by the student, modifications will be made for clinical rotation during the pregnancy. If the student requests modifications, upon consultation with the student the faculty and clinical instructor from the clinical site will finalize the rotation schedule

3. The student will abide by the following:
 - a. Strict adherence to ALL safety precautions for protection purposes.
 - b. A second dosimeter will be provided and is to be worn at the student's waist, to monitor fetal dose.
 - c. At any time that the pregnant students feels she is working in an unsafe area or under conditions she feels detrimental to herself or fetus, stop immediately and report to the clinical instructor.
 - d. At no time and for no reason will the pregnant student place herself in the primary beam of radiation.
4. If a student chooses to temporarily leave the program, every effort will be made to assure a successful return to the program. As always, return into the program after a break is dependent on clinical space availability and student may be asked to remediate clinically or didactically as part of her return.
5. The student must realize that she must complete, upon her return or when she is no longer pregnant all the clinical competencies she may have missed due to voluntary modifications as well as related coursework.
6. Students have the option of withdrawing declaration of pregnancy at any time. This must also be presented in writing and submitted to the program coordinator.

COMMUNICABLE DISEASE POLICY

Students with known communicable diseases will need to follow the clinical facilities protocol for personnel with communicable diseases. The college has no jurisdiction over a clinical facilities communicable disease protocol. Please be aware that radiography students take part in invasive procedures. As part of the RADT 119 class and prior to clinical rotations, students are instructed in Standard Precautions as well as OSHA regulations.

At monthly information sessions and during orientation of new accepted students, students are advised that all immunizations must be up to date and HEB B vaccine is required.

During student experiences in the clinical setting, the student may possibly come in contact with diseases, equipment, and treatments that may be hazardous to the individual and/or to an unborn fetus. It is expected that the student utilize standard and OSHA precautions with patient care procedures to minimize risks to the student and/or unborn fetus. If a student has an incident occur involving contact with a communicable disease and/or bloodborne pathogens, it is expected that the student **follow their affiliate's exposure control policies**. It is then the student's responsibility to see their own physician immediately to establish baseline testing and seek any required follow-up. TB exposure should be followed immediately with a PPD or if applicable a chest x-ray and a three (3) month follow-up after that. A copy of the incident should be brought back to the College for the student's file. *If the student comes into contact with diseases outside of the Program or contracts diseases which may be hazardous to other students, patients, or hospital personnel, it must be reported to the Montgomery College Security with 24 hours of incident as well as notifying the Program Coordinator.* Security will forward to Montgomery College's Risk Manager.

A student, who may be exposed to a communicable disease, may be asked to leave the clinical area until incubation periods. Some diseases may be fatal to patients with compromised immune system. Any time missed in this case must be completed.

LATEX SENSITIVITY

Students with known latex sensitivity or allergies should be aware that the college cannot guarantee non-exposure to latex in the clinical arena.

MRI SAFETY

The magnetic field is constant in an MRI room and highly magnetic items such as certain jewelry, implanted devices, medical equipment and credit cards can be adversely affected by this field, causing potential injury to the student as well as to the patient. Gradient magnetic fields cause many things including peripheral nerve stimulation. In addition radiofrequency fields used during an MRI can cause heating/burning. Therefore students should be aware of what is on their person as well as what is on or in their patient before entering the MRI suite. Students should familiarize themselves with the facilities

Magnetic ZONE policies (safe and unsafe areas). An MRI screening document will be completed in the first fall semester of the program and repeated yearly by each enrolled student (see appendix E of the Student Handbook) and also part of this safety manual.

Students will receive further education on MRI safety in RADT 119, the first class of the program and offered in the summer and in RADT 207, offered in the final semester of the program. If there is a concern based on the screening tool, the student will be appropriately advised by faculty.

FEDERAL LAW CONCERNING CHEMICAL HAZARDS

Federal law requires that all individuals must be notified about hazardous chemicals present in the work place. This law applies to all occupations, with the basic purpose of raising the level of conscientiousness on chemical safety.

PROGRAM CLINICAL PRACTICUM

PROFESSIONAL ATTIRE/REQUIRED SUPPLIES

CLINICAL UNIFORM POLICY/PERSONAL APPEARANCE

The personal appearance and demeanor of radiologic technology students at Montgomery College reflect the standards of the Profession, the College, and the Program and are indicative of the students' interest and pride in their chosen profession.

Students are required to purchase navy blue uniform scrub pants, and both a white and navy uniform V neck scrub top with a Program provided patch on the arm and must meet the criteria noted below. Some clinical sites require the students in either all navy or white top with navy scrub pants so all new students are required to purchase both navy and white v-neck scrub tops. White short or long sleeve shirts with no writing may be worn under the scrub tops for warmth or to cover cleavage, chest hair or tattoos. If a student wears a navy top, then a navy blue short or long sleeve shirt of the EXACT same shade of navy as the scrub top may be worn underneath. Otherwise students must wear the white short or long sleeve shirt for warmth, cover cleavage, chest hairs or tattoos

A 29-30 inch White lab coat is optional. Students are also required to wear clean white or black uniform shoes or white or black sneakers with black or white socks or knee highs. The hem of the uniform top should fall below the hips. Head scarves should be white and should not drape in front. Ends should be tucked in so as not to get caught in the machinery or fall on the patient. Hair should be clean and secured so as not to fall on the patient. Tattoos and body piercing should be covered. Jewelry should be minimal with no large dangling earrings. Rings on fingers need to be minimal and removed if it impedes with gloving or if they could potentially scratch a surface or a patient. Fingernails need to be clean and short. Acrylic nails must be removed and long nails will have to be shortened.

Scrub criteria for each clinical site

Children's	Any color top (does not have to be Navy or White with Navy blue scrub pants. Students should not wear lab coats to Children's hospital
Medstar Georgetown	White or Navy scrub top with Navy scrub pants
GWU	White or Navy scrub top with Navy scrub pants
Holy Cross Hospital	Navy scrub top and Navy scrub pants.
Medstar Montgomery	White scrub top with Navy scrub pants
Johns Hopkins Suburban	White scrub top with Navy scrub pants
Virginia Hospital Center	White scrub top with Navy scrub pants, Name badge and patch mandatory
Ancillary Sites	White or Navy scrub top with Navy scrub pants

Surgery scrubs will be worn only during the performance of the surgery assignment, or during assigned OR rotations and these are provided by the sites.

Any student reporting to the clinical affiliates in improper uniform or attire or in a soiled or untidy uniform with dirty shoes will be sent home. This time must be made up. Clinical Supervisors will have the final decision when judging the personal appearance of the student. Montgomery College Radiologic Technology students will wear their uniforms only for clinical assignments or when officially representing the program.

PERSONAL HYGIENE GUIDELINES

As medical professionals, it is essential to well-groomed and clean. Those people who work closely with patients as well as with other medical professionals need to be cognizant of their personal hygiene as applied fragrances, body odors and poor dental hygiene can cause the patient to feel ill and can (and historically has) generated complaints from the clinical staff.

To promote personal hygiene that will not offend patients or staff the program has developed the following guidelines. It is recommended that each student of the Radiologic Technology Program review these guidelines and follow them to maintain clean personal hygiene.

Body Hygiene

- Bath or shower daily. If possible bath or shower in the morning
- Use deodorant every evening and morning
- Hair should be cleaned regularly
- For men, facial hair should be shaved or mustaches and/or beards kept clean and neatly trimmed
- Fingernails must be short and must be clean. Per TJC regulations no nail polish may be used nor may students have acrylic nails. Nails must be kept short.
- Uniforms should be cleaned after each day they are used.
- Shoes should be kept clean and checked for odor as the inside of shoes can begin to emit an odor. Always wear socks or stockings with shoes. Using inserts that absorb perspiration (“Odor-eaters”) is suggested if student finds that their feet sweat profusely.

Dental Hygiene

- Students must brush their teeth every morning after they consume breakfast
- Floss teeth as this removes particles of food between teeth
- Use a mouthwash
- Carry breath mints in the pockets of the uniform and use them as necessary (after a cup of coffee, mid-morning, after lunch, if mouth feels dry)
- Drink water throughout the day

Nervous and/or anxiety

Students are frequently nervous at the clinical sites. This is a normal reaction to unfamiliar and stressful situations. Be mindful that feeling anxious or nervous can promote body and/or dental odor and following the guidelines above should help eliminate hygiene issues.

Food and/or smoking

Foods that are seasoned with spices (garlic, curry etc) that a student may eat (even the night before) can emit an unpleasant smell through the pores of the skin. Following the bathing pattern suggested and making sure uniforms are clean should help eliminate these odors. Be careful eating heavily seasoned foods at lunch as they may cause an unpleasant odor.

If a student is a smoker, it is recommended that the student not wear their uniform if they are smoking in their vehicle on the way to the clinical site. Change into the uniform at the clinical. **Allow extra time to do so as the student is expected to clock in -in uniform -at the designated time.** Wash hands after smoking.

Traveling

Traveling to a clinical site can be stressful, and in the summer, very warm if student’s vehicle is not air conditioned or if student travels by public transportation. Heat and length of time in transportation can promote perspiration and students may wish to consider traveling in regular clothes and changing into their uniforms at the clinical sites. **Allow extra time to do so as the student is expected to clock in -in uniform -at the designated time.**

Additional guidelines

- Hair:

Hair must be clean and neatly combed. Long hair is inappropriate when it falls in front of the face and comes into contact with a patient or equipment and therefore should be tied back. If head coverings are worn, they must be white and should not hang in front of uniform so as to avoid entanglement with machines and to prevent patients from pulling on them. Mustaches and beards must be neatly trimmed, clean, manageable, and not unruly. Hair coloring and /or highlights must a natural shade (no pinks, purples, yellows, oranges, blues etc)

- Accessories:

Use of the cosmetics should be discrete (including perfume or cologne) and kept to a minimum. Jewelry which may be worn with a uniform include: watches, wedding bands, engagement rings, school rings, school pins, and small earrings

that are in good taste. Large earrings should not be worn as they can become entangled in equipment and to prevent patients from pulling on them.

- Piercings and tattoos:

Some clinical facilities require removal of piercings (other than ear piercings) Some clinical sites may ask students to wear clothing that will cover tattoos on legs, arms etc

LEAD MARKERS

Students will use their own initialed right and left markers to properly identify patient anatomy. These markers are to be used in class and also the clinical affiliates. Under no circumstances will a student lend their marker to anyone or borrow anyone else's marker. If a student loses a marker, it is their responsibility to purchase a new one. Students will be instructed by faculty as to how to order or re-order the appropriate markers. Faculty will place the first order for new students (students assume payment responsibility) but additional orders are the responsibility of the students.. Specific ordering instructions can be found in clinical syllabi.

IDENTIFICATION

Students will be given a name identification badge by the clinical affiliates. If the affiliates does not supply this badge, one will be ordered by the College. The ID badge must be worn at all time. Virginia Hospital also requires their students to wear a College provided name tag.

DOSIMETER

Dosimeters must be worn at all times at the collar and above the lead apron. See the section entitled **Radiation and other Safety Policies** of this handbook

E-VALUE CASELOG

As students begin their clinical rotation in the Fall semester of their first year, they will be required to utilize Evalve's "Caselog" record system to record all procedures that a student has observed, assisted or performed. Students will enter the date, type of examination, and degree of participation. Students must enter the initials of the tech who directly or indirectly supervised them. **Students are required to document all repeats.** The student should enter the Repeat in the E-value "Caselog" which will request a verification from the supervising technologist that they may have assisted and did observe the student performing the Repeat. A detailed tutorial will be available on the E-value web site. Students that do not record their repeats will be penalized and conference due to this being a Program requirement. A percentage of the clinical grade is assigned assessing compliance to these objectives. The program offers compensatory time each semester to assure students are not spending time in excess of the published clinical hours per semester

STUDENTS MUST NOT INCLUDE ANY IDENTIFYING PATIENT INFORMATION IN THE EVALVE CASELOG SYSTEM.

PROTOCOL MEMO BOOKS

In addition the program requires that a student keep a technique /protocol memo books over the course of the two year program Students must purchase a small memo book to keep with them at all times. The purpose of this book is to record techniques used for each diagnostic room (as appropriate) and protocols specific to the site and/or physician. The method of input is not graded but compliance to maintaining this memo book and keeping it available on the site is graded.

STUDENTS MUST NOT INCLUDE ANY IDENTIFYING PATIENT INFORMATION IN THESE MEMO BOOKS.

PERSONAL PROPERTY

The students are asked not to bring personal property of excessive value to the facilities (especially clinical) such as credit cards, jewelry, excess cash, etc. The student is responsible for any missing personal items. Consult your specific clinical affiliate for any arrangement for storing belongings.

RADIOLOGIC TECHNOLOGY PROGRAM AWARDS

GRADUATION

PROFESSIONAL CERTIFICATION AND LICENSURE

EDUCATIONAL ADVANCEMENT

RADIOLOGIC TECHNOLOGY ANNUAL PINNING AND AWARD CEREMONY

The Radiologic Technology Program hosts a pinning ceremony every year for graduating students. Graduating students and their family are celebrated in this well received and personal ceremony. Graduating students are presented with pins and are honored for their achievements. First year students are required to attend this ceremony as they are the hosts of the ceremony designed and organized by Radiologic Technology faculty.

As part of this ceremony, The Radiologic Technology Program presents two awards, for academic and clinical achievement, during the spring semester of the sophomore year at the Program's Annual Pinning Ceremony. In addition recipients of these awards are recognized at Campus wide award ceremony.

Students may be eligible to receive the following awards at the Annual Montgomery College Awards Ceremony using the following criteria:

1. The Outstanding Academic Achievement Award will be given to the Radiologic Technology student who maintained a 3.85 cumulative grade point average or higher, and
2. The Outstanding Clinical Achievement Award, is given to the Radiologic Technology student who has demonstrated exceptional clinical performance based on clinical assessments, who has demonstrated compliance to all program policies, who has been recommended for this award by both faculty and clinical site and who has maintained a GPA of 3.5 or higher in all the clinical courses.

GRADUATION

To qualify as a candidate for the degree of Associate in Applied Science in Radiologic Technology, a student must have earned the following:

1. The minimum number of semester hours of academic credit which must include all courses required in the curriculum elected by the student or such alternative courses as are specifically required by the College or university to which the student will transfer.
2. A minimum grade of "C" (2.0) in all Radiologic Technology courses.
3. Settle all financial obligations to Montgomery College. The general obligations of the candidate are published in the academic regulations. Since the course work of the Radiologic Technology Department is not completed until August of the graduating year, students will not graduate or receive their diplomas until that time. Students who have not completed their non-Radiologic Technology courses at that time must do so before they can graduate.

All second year students are advised to complete a graduation check prior to their final semester. This consists of a review of the student's record by the Records Office to ensure that all requirements for graduation have been completed. The Program Coordinator can also print a graduation check-sheet for advising purposes.

Prior to graduation, each student will be asked to complete a terminal evaluation of the program which seeks information concerning students' feelings about their achievement of the program objectives and the major strengths and weaknesses of the program as well as recommendations for improvement.

Professional Certification and Licensure

At the conclusion of the Program, graduates are eligible to apply to take the registry exam. Students who complete the curriculum successfully and will be graduating in August must have their ARRT applications signed by the program coordinator before they can begin the process of registering to take this exam. Handbooks will be given to the students in RT 240 and students may apply for their window of testing before completion of their final class. The student should follow all instructions in the ARRT Application and Examinee Handbook.

An application for the Maryland license can be obtained through the Board of Physicians Quality Assurance in Baltimore. Contact information will be provided in RT 240. Students who wish to obtain a State of Virginia license should contact the appropriate agency (information is located in the ARRT text booklet). At the present time no licensure exists in D.C.. ARRT credentials are necessary in all cases, in any state.

EDUCATION ADVANCEMENT

The Associates of Applied Science degree awarded upon graduation is considered a terminal degree. However this degree and the courses taken for this degree are transferrable to many four year colleges and universities. For further information about transfer opportunities to institutions that Montgomery College has articulation agreements with please refer to the transfer link found on the Radiologic Technology Web page or noted here:

<https://www.montgomerycollege.edu/academics/programs/radiologic-x-ray-technology/radiologic-x-ray-technology-aas-degree.html>

PROFESSIONAL ACTIVITIES AND ORGANIZATIONS

The Radiologic Technology Faculty at Montgomery College will encourage student participation in professional activities and organizations. These tools enhance learning experiences. In view of this, it is recommended that each student support a professional society during their two years in the program by becoming a member.

Professional organizations in Radiologic Technology promote student participation by offering special membership fees. The following organizations are recommended to the student for consideration:

1. The American Society of Radiologic Technologists ASRT www.asrt.org
2. The Maryland Society of Radiologic Technologists MSRT <http://www.msrtonline.org/>

PROFESSIONAL WEB LINKS/COLLEGE LINKS

American Registry of Radiologic Technology- ARRT- www.arrt.org

American Society of Radiologic Technology- ASRT- www.asrt.org

Joint Review Committee on the Education in Radiologic Technology JRCERT www.jrcert.org

Montgomery College www.montgomerycollege.edu

Radiologic Technology Web Page www.montgomerycollege.edu –search Radiologic Technology

Maryland Board of Physicians (Maryland licensing information for Radiographers)
www.mbp.state.md.us

ADVANCED PLACEMENT

RE-ENTRY/RE-ENROLLMENT INTO PROGRAM

ARRT REMEDIAL COURSES FOR GRADUATES

Transfer students

The Radiologic Technology Program at Montgomery College does not advance place any transfer students from any other Radiologic Technology program. Those students who wish to transfer into the Radiologic Technology program at Montgomery College from another JRCERT accredited college program must apply to the program as a first year student

READMISSION/RE-ENROLLMENT of Non Graduate Montgomery College Radiologic Technology Student after a one year break due to unsuccessful completion of a RADT didactic course**

*(**A student whose entire academic work has been interrupted for two or more years must apply for readmission to the program as a first year student. If a student is accepted as a new student into the program, student will still meet with faculty and a counselor to set up a learning contract (see item 4 below) to promote successful completion of the program.)*

Re-acceptance back into the program in an advanced status after a one-year break due to an unsuccessful completion or withdrawal of a didactic course (RADT 101, 102, 111, 112, 211, 206, 207, 240) is based on clinical seat availability. The opportunity to return to the program in an advanced placement is only offered ONE TIME to any student who unsuccessfully completes or withdraws from a didactic course. Therefore, any student who has been advanced placed once due to unsuccessful completion of a didactic class or withdrawal of a didactic course will not be offered a second chance of advanced placement. If a student, after advanced placement withdraws or is unsuccessful in a didactic course they will need to reapply for acceptance into the Radiology Technology student as an entry level student and must follow current application process for consideration of acceptance into the program.

If a student was unsuccessful in one of the RADT didactic classes and wishes to return the following year to repeat the class, the following steps are to be taken to ensure a successful re-entry into the program.)

- 1) Student return is based on clinical seat availability
- 2) Student must have a 2.5 GPA based on the last most recent 24 credits including the unsuccessful RADT classes credits
- 3) Student must notify the program coordinator of their choice to return to the program for the semester that they were unsuccessful in completing. In addition, they will be required to enroll in the RADT clinical course as remediation (see next page for description of the Remedial Clinical course) preceding the clinical course for which they have not taken.
- 4) The student will be asked to meet with the program faculty and will be expected to present a written academic and clinical action plan that will promote a successful completion of the program. Guidelines for this plan will be given to the student prior to this meeting and objectives to be addressed will include strategies the student expects to employ to promote success in the program, reflection of behavior or choices that should be avoided, and a brief review of the student code of conduct. The student will be asked to sign this plan and this will serve as a contract of success between the program and the student.
- 5) Student may be given a test which included hands -on practicum to assess their knowledge of curriculum objectives to assure proper replacement into the program. Student must pass both tests with a 78% or higher to be eligible to return.
- 6) Radiologic Technology faculty will meet to assess the required documentations as well review previous documentation of the student when student was enrolled in the program.
- 7) Faculty will make the decision as to the results of a return by the student
- 8) If a student is offered a seat to return it is highly recommended that the student audit the co-requisite didactic courses of the semester they return.

Unsuccessful Completion of a Clinical Course

Students who are not successful in a clinical practicum course as described below will not be eligible to be advanced placed in the program.

This includes students who are unsuccessful in completing a clinical practicum course (RADT 119, 120, 124, 125, 224, 225) due to not passing the course with an 86% or due to removal of student from the clinical course due to affective behavior, unsafe clinical practices or other reasons that would impact the student being allowed to continue in a clinical course.

Remedial Clinical Course

The remedial clinical course serves as a refresher tool and is a prerequisite for students returning to the program after a one-year break. Since they have successfully taken this clinical course, the student must audit the course and no grade is given.

Students must, however still fulfill the following objectives during the remedial clinical rotation:

- Complete the required number of competencies as indicated on the syllabus for that clinical course
- Be evaluated by clinical staff and college faculty
- Complete performance objectives
- Complete the number of hours designated for this clinical course.

Students are NOT required to re-submit written assignments unless the assignment is necessary to assess current skill and critical thinking levels.

If as student has started the Montgomery College RT Program and has had a two-year hiatus in taking classes which count as program graduation requirements, then they need to reapply and the seven-year complete requirement begins at the time of readmission

Contact Program Coordinator. Based on appropriate clinical seat availability

REGISTRY ELIGIBLE GRADUATES REMEDIAL REGISTRY REVIEW CLASSES

*(*This class is available to e students who have graduated from an accredited institution but are unable to pass the registry and are still within three years or three attempts ARRT mandate)*

For those graduates who are still within the three year/three attempt ARRT certification requirement and therefore do not require a program director/coordinator signature to take the ARRT exam and wish to take an additional review class must contact the Program coordinator first before they will be allowed to register for the Independent study class of RADT 200

- Student must present to the program coordinator a copy of their official transcript from the previous Radiologic Technology program from which they graduated.
- Student are asked to bring either a copy of the letter from the ARRT indicating their eligibility to take the ARRT examination
- Program coordinator does not provide an ARRT examination booklet nor will sign off on such booklet to take national registry. Coordinator will provide a letter indicating attendance and successful completion of the RADT 200 class if applicable

**ACADEMIC APPEAL DUE PROCESS
PROGRAM'S JRCERT APPEAL PROCESS**

From the Montgomery College's policy and procedures document on appeals

INFORMATION SHEET FOR ACADEMIC APPEALS

Students are responsible for obtaining and submitting all relevant information to support an academic appeal.

BE SURE TO READ THE FOLLOWING STEPS:

1. You must see a counselor to discuss your appeal. The counselor will explain the process and help you determine which regulation is involved. Indicate the specific regulation to be appealed on the first page of the appeal form.
2. Write a statement of your appeal. Be sure to give complete information, including specific dates if appropriate. **Attach all supporting documents.** Examples are medical and employment records, travel documents, death certificates, and/or course substitution forms.
3. Take your appeal form to the appropriate faculty member for recommendation, comments (specific reasons for approval or disapproval), and signature. If the faculty member is not available, see the department chair or unit leader. (Note: If your appeal is for a fourth attempt of a class, the department chair's signature is required. Classroom faculty support is recommended.)
4. Discuss your completed form with the same counselor. Before submitting it, obtain the counselor's recommendation and signature. Forms that are incomplete will be returned to the student.
5. Submit the signed completed form to the campus where you attempted the appealed courses. On the Rockville Campus return the completed form to Ms. Sylvia Chen, SV 104. At Germantown and Takoma Park submit the form to the Admissions and Records Office. The Committee on Academic Appeals will consider your appeal at the next meeting.
6. You may attend the Appeals Committee meeting to provide clarification or additional information. However, attendance is not required. If you decide to attend, simply check the space on the first page. You will be notified of the meeting date and phone. If you cannot attend that meeting, you will need to call to have your appeal delayed. If we do not hear from you, the committee will be decided without your attendance at the meeting.
7. Students will be notified of the Appeals Committee decision by mail within a week of the meeting.

08-16-2004

Disputed Final Course Grades

Faculty provides on-going academic counseling throughout the semester as the need arises. Concerns regarding academic advising or instruction should be attempted to be resolved with the faculty member. If not successful at that level, then the student should discuss such problems with the Program Coordinator. If the student believes that due process relating to the problem has not occurred, the student may then petition for a review and consideration by the Campus Committee on Academic Appeals. The student should see a counselor for assistance with the academic appeals process as noted in the college catalog and is outlined below

The following procedures shall be followed when a student disputes a final course grade. This review will *not* address matters of faculty academic judgment relating to the evaluation of the student's academic performance. The review may include, but is not limited to, any of the following situations; a) the basis for the final course grade was the result of something other than the student's academic performance b) the standards by which the final course grade was determined differed from those standards applied to other students in the class c) a faculty member's stated reasonable expectations for determining final course grades were not provided or were not followed.

I. Informal Procedures

- A. The informal procedures outlined below may commence during any academic semester or summer session.

Formal disputes will be heard and resolved only during the fall or spring semesters. Throughout this regulation the term “working days” is defined as weekdays when classes are in session, during the fall or spring semesters.

B. If a student intends to question the final grade awarded in a course, he or she must first confer informally with the faculty member who assigned the grade (or chairperson if the faculty member is unavailable) in an effort to resolve the issue. Contact with the faculty member must be made before the end of the second week of classes of the next semester, excluding summer sessions. The faculty member (or chairperson if the faculty member is unavailable) is responsible for documenting the date, and time and outcome of this conference, and should obtain the student's signature on that document.

C. If the student and faculty member of record cannot reach a mutually satisfactory solution, and the student still wishes to pursue the matter, the student must make a written request for an informal meeting with the department chairperson within 20 working days of the conference referred to above, or the dispute will be terminated.

D. The department chairperson will gather information and informally mediate the issue at hand. At the chairperson's discretion, a joint meeting of the student, faculty member, and department chairperson may be held. Elements to be considered by the department chairperson will include the process leading to the determination of the assigned grade and the quantitative and subjective components used in reaching it. In the gathering of facts, the department chairperson is encouraged to discuss the dispute with the curriculum coordinator, if this position exists within the academic department. The department chairperson is also encouraged to seek advice and counsel in the areas of conflict management and counseling from appropriate College administration and staff. The department chairperson will attempt to bring about an equitable solution. Whether or not the dispute is resolved, a memorandum of record will be made by the department chairperson and distributed to the student and the faculty member within ten (10) working days of the written request referred to in I.C. above.

E. If a solution cannot be worked out as detailed above, the student may request a formal review as follows. Within ten (10) faculty working days of the memorandum of record referred to in I.D. above the student may submit a written request to the department chairperson for a formal review of the process and components used in determining the final grade. Once a formal review is thus requested by the student, the posted grade shall remain in place until the Review committee makes a final decision (See section G.2.).

F. Timelines to be Followed are Summarized Here:

<u>Maximum Time in Days</u>	<u>Paragraph</u>	<u>Action</u>
0	I.B	Student confers with faculty member before end of 2 nd week of class of following semester
20	I.C	Written request for informal meeting with chair
30	I.D	Memorandum of record sent – chair to faculty
40	I.E	Student written request for formal review
45	II.B	Written request sent to dean, faculty member
55	II.E	Review Committee chairs gets copies of final dispute

II. Formal Dispute Procedures

If the student disputes a final course grade, the following steps will be followed:

A. Disputes of final course grades must be submitted in writing by the student to the appropriate department chairperson and the student must:

1. Specify the act, omission, or matter complained of;
2. Provide all relevant facts, such as course syllabi, exams and other graded coursework;
3. Specify the resolution the student is seeking; and
4. Provide all arguments upon which the student relies. No new arguments may be added to the written appeal after it has been submitted.

B. Within five (5) working days of receipt of the student's written request, the Department chairperson will send copies of the written dispute to the faculty member and the appropriate supervising dean, and a copy of this notification will be sent to the student.

C. Dismissal of Dispute

The appropriate supervising dean shall dismiss the appeal if:

1. The same or substantially the same complaint has been resolved by any other formal dispute procedure, including petitioning the Academic Appeals Committee,
2. Required timelines were not followed by the student
3. The appeal concerns the professional academic judgment of the instructor, i.e., the appeal relates to the instructor's evaluation of the student's academic performance, and not to whether the faculty member had in place a process for determining the final course grade, whether that process was communicated, whether the communicated process was in fact followed, or whether standards of performance were in fact applied uniformly to all students in the class.

D. Finality Clause

A student who files a dispute in writing understands that there are no other internal procedures and that the decision resulting from application of the established procedures is final.

From time to time students will have concerns regarding things like residency status, tuition, financial aid and academic matters. It is necessary to refer to the Catalog or the Academic Regulations section of the Montgomery College Student Handbook for the appeals process for each specific area.

As mentioned many times before, please refer to the College Catalog, Student Code of Conduct, the Montgomery College Student Handbook or the Policies and Procedures for appropriate actions and/or appeals processes to follow for any particular situation.

INFORMAL PROCESS TO REPORT NON-ACADEMIC CONCERNS

All students have the right to expect an environment within the college campus that is safe, clean and (specific to the Radiologic Technology program), have equipment that is in reasonable repair and in working order. If a student has a concern about sanitary or safety conditions of the program classroom and/or lab, its equipment or a concern regarding the conditions within the building the labs and lecture are housed they are advised to do the following:

Report the concern immediately to a Radiologic Technology faculty member directly (face to face, email or phone) or via the program's administrative assistant.

If the condition persists or the student does not receive appropriate feedback regarding the concern the student may wish to contact the Chair of Health Sciences or the Dean of Health Sciences to report the concern.

Please be aware that this policy is not intended as an avenue to address requests for replacement of older functioning equipment. The program makes every attempt to procure up-dated functioning working equipment but due to the inherent costly nature of some imaging equipment, may not be able to immediately upgrade older equipment or purchase the latest available equipment.

POLICY ADDRESSING ALLEGATIONS OF NON-COMPLIANCE TO JRCERT STANDARDS
(STANDARD 1.7)

The Radiologic Technology Program at Montgomery College is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Maintaining accreditation by the JRCERT stipulates that the program specifically follows the established JRCERT Standards. The standards may be found on the JRCERT web page. www.jrcert.org

The purpose of compliance to these Standards is to maintain the high level of competence of a program so as to fully benefit the student, including being able to apply for the ARRT Examination upon graduation. If a student has a question or concern about compliance of these Standards the following steps should be taken:

Students may bring their concern of noncompliance of the standards directly to the JRCERT.

JRCERT
Joint Review Committee on Education in Radiologic Technology Suite 2850
Chicago, IL 60606-2901
312-704-5300
Program #0071
www.jrcert.org

APPENDICES

APPENDIX A

CLINICAL EDUCATION PLAN-REFER TO TABLE ON PAGE 41

The Program consists of six clinical courses and will include a total of 1560 hours of educationally valid and diverse clinical experience in several different clinical environments. Clinical assignments will include mandatory rotations at two different hospitals, Children's National Medical Center (Hospital), and an outpatient facility. All sites assure a 1:1 student to technologist ratio. Experience will include a variety of diagnostic, mobile, surgical, pediatric, outpatient and some level of trauma. All hospital clinical rotations must be performed during the College published hours of 7:30 am to 4:00 pm. Students may vary these hours by 30 minutes only with approved documentation. Children's Hospital and some outpatient facilities require the student's perform their clinical hours from 8:00 am to 4:30 pm. The student is only covered by College liability insurance during hours that are assigned or have proper documents with appropriate signatures. All clinical absences excluding scheduled leave hours must be made up. Faculty will coordinate with the clinical site instructor and the student to complete these missed hours. *Refer to clinical attendance policy on page 43* *Clinical faculty will visit clinical sites weekly to evaluate student performance, all policy compliance, and to support student and clinical staff and/ or administrators as necessary.

First Summer, (*Summer Session I*) *RADT 119-Clinical Radiology I* is a classroom and lab course teaching clinical foundations and skills to students. Students must complete mandatory competencies to successfully complete this course. Upon successful completion of this course students will be assigned to their first hospital clinical placement. Faculty makes clinical assignment by random lottery and in accordance to clinical site resources. Students may not switch or change their assignment. (*Please refer to the Clinical Assignment policy on page 40 of this handbook*) Clinical syllabus covers all the requirements for successful completion of this clinical course.

*Fall Semester I, *RADT 120 Clinical Radiology II* Students will begin attending their first hospital placement on Tuesdays and Thursdays for 240 hours and if successful will continue on to each concurrent clinical course. Clinical syllabus covers all the requirements for successful completion of this clinical course.

*Spring Semester I, *RADT 124 Clinical Radiology III*, students will continue to rotate through the first hospital placement on Tuesdays and Thursdays for 240 hours. Students will need to successfully complete the clinical course and all of the co-requisite didactic courses each semester to continue to the next semester. Clinical syllabus covers all the requirements for successful completion of this clinical course.

*Second Summer (*Summer Session I*), *RADT 125 Clinical Radiography IV*, will require attendance on Mondays through Fridays for nine weeks for a total of 360 hours. During the first four weeks students will remain at the first hospital placement and some students will rotate through Children's Hospital. The student will transition to a second year students and begin attending their second hospital placement during week 5 of the summer semester and continue their second year clinical rotations at this new home site. Clinical syllabus covers all the requirements for successful completion of this clinical course.

*Fall Semester II, *RADT 224 Clinical Radiography V*, will require the students to attend their second year clinical site rotation and a rotation through Children's Hospital on Mondays, Wednesday, and Fridays for a total of 360 hours. Clinical syllabus covers all the requirements for successful completion of this clinical course.

*Spring Semester II, *RADT 225 Clinical Radiography VI*, the last clinical course requires the student the opportunity to rotate through an office environment, and offers at least one week in an advanced modality, one to two weeks return to Children's Hospital, and one week Trauma rotation. Clinical syllabus covers all the requirements for successful completion of this clinical course.

*Students will work with their Clinical faculty for any other clinical rotations needed for Clinical Competency Checklist completion or improved clinical skills. Students must complete the Clinical Competency Checklist that satisfies the ARRT and program required competencies to successfully complete the Radiology Program

Strength: L Light work involves exerting up to 20 pounds of force occasionally or a negligible amount of force constantly to move objects. Physical demand requirements are in access of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job/occupation is rated Light Work when it requires:

- 1) Walking or standing to a significant degree
- 2) Sitting most of the time while pushing or pulling arms or leg controls
- 3) Working at a production pace while constantly pushing or pulling materials even though the weight of the materials is negligible. (The constant stress and strain of maintaining a production rate pace, especially in an industrial setting can be and is physically demanding of a worker even though the amount of force exerted is negligible.)

Climbing	Not present
Balance	Not present
Stooping	Not present
Kneeling	Not present
Crouching	Not present
Crawling	Not present
Reaching	Frequently
Handling	Frequently
Fingering	Frequently
Feeling	Occasionally
Talking	Frequently
Hearing	Frequently
Tasting	Not present
Near Acuity	Frequently
Far Acuity	Not present
Depth perception	Occasionally
Accommodation	Occasionally
Color Vision	Occasionally
Field of Vision	Not present

Environmental Conditions:

Noise level	2 - Quiet
Radiation	Frequently
Other hazards	Occasionally

Work situations:

Attain limits/tolerance
Dealing with people
Making judgments/decisions

APPENDIX C

EQUAL EDUCATION OPPORTUNITY AND NON DISCRIMINATION POLICY

http://cms.montgomerycollege.edu/pnp/#Chapter_4

POLICY Board of Trustees - Montgomery College

41002

Chapter: Student Affairs Modification No. 006

Subject: Equal Education Opportunity and Non-Discrimination Policy

- I. Montgomery College is committed to equal education opportunity that assures access, equity, and diversity in student admissions, and assures equity in student financial assistance and other student policies. Further, the College is committed to providing an environment in which all persons are provided the opportunity for participation in academic programs, and/or other College activities free from discrimination, any form of harassment as prohibited by federal regulations and state law, and sexual assault.
- II. In accordance with applicable law, the College does not discriminate against any student or applicant for admission who is a qualified individual with a disability or on the basis of age, sex, race, color, religion, national origin, marital status, sexual orientation, or status as a disabled veteran or veteran of the Vietnam era, genetic code, or because of such individual's citizenship status.
- III. It is the policy of the Board of Trustees to take positive steps to identify and change College policies, practices, procedures, and other institutional barriers that may prohibit or adversely affect access, equity, and diversity.
- IV. The President is authorized and directed to establish procedures and programs to implement this policy.

Student who feel that their education has been compromised due to discriminatory actions and who choose not to inform the coordinators of the program may contact :

Office of Equity and Diversity

Mannakee Building • Room 140
900 Hungerford Drive • Rockville, MD 20850
240-567-5276 (Tel) • 240-567-5278 (Fax) • 240-567-1782 (TTY)

APPENDIX D

Radiologic Technology Program Radiation Safety Practice Curriculum Sequence Radiation Safety Curriculum Sequence

Summer Session (1st year)

Outcomes RADT 119

Introduce and apply ALARA, time, distance, shielding principals for occupational and patient/personnel radiation protection

Fall Semester (1st year)

Outcomes RADT 111

Demonstrate appropriate radiation safety and protection methods including ALARA. utilize the energized laboratory and positioning lab equipment, as well as the exposure factors to produce optimum radiographs

Outcomes RADT 101

Discuss human injury caused by radiation.

List basic radiation protection equipment.

Describe a brief history of modern radiography (to include DR and CR) and discuss what behaviors are required of a radiographer.

Discuss time, distance and shielding in reference to radiation protection.

Outcomes for RADT 120 (Clinical)

Demonstrate safe operation of radiographic equipment.

Demonstrate effective use of technique manipulation to produce an optimum quality radiograph.

Apply radiation protection methods, and ALARA as indicated by specific radiographic procedures.

Spring Semester (1st year)

Outcomes RADT 112

Demonstrate appropriate radiation safety methods and ALARA

Demonstrate knowledge of the energized laboratory and practice lab equipment, as well as the exposure factors necessary to produce optimum radiographs.

Outcomes RADT 102

Define health physics.

List the cardinal principles of radiation protection and discuss the ALARA concept.

Explain the meaning of NCRP and the concept of dose limits.

Name the dose limits for occupational and non-occupational worker for whole-body, skin, and extremities.

Discuss the radiosensitivity of the stages of pregnancy.

Describe the recommended management procedures for the pregnant radiographer and for the pregnant patient.

Evaluate the radiosensitivity of tissues and organs.

identify the leakage radiation limit for x-ray tubes.
List the beam-on indicators on the control panel.
Indicate the nine radiation protection aspects of radiographic equipment.
List the nine radiation protection features of fluoroscopic equipment.
Discuss the design of primary and secondary radiation barriers.
Describe the design of the three types of radiation detection dosimeters used in diagnostic imaging.

Outcomes RADT 124 (Clinical)

Demonstrate safe operation of radiographic equipment.
Demonstrate effective use of technique manipulation to produce an optimum quality radiograph.
Apply radiation protection methods, as indicated by specific radiographic procedures

Summer Session (1st year)

Outcomes RADT 125 (Clinical)

Demonstrate mastery of more complex principles in safe operation of radiographic equipment.
Demonstrate more effective use of technique manipulation, at an intermediate level, to produce an optimum quality radiograph.
Apply appropriate radiation protection methods, as indicated by specific radiographic procedures, during procedures and exhibit these methods on the radiograph.
Demonstrate knowledge of surgical suite and C-arm and portable machine manipulation in the surgical environment.

Fall Semester (2nd year)

Outcomes RADT 211.

Utilize exposure factors to produce optimum radiographs
Employ optimum radiation protection methods including ALARA.
Utilize the energized laboratory and positioning lab equipment, as well as the exposure factors to produce optimum radiographs

Outcomes RADT 206

Exhibits knowledge of the theory of cellular biology and the principles of radiobiology
Demonstrates an understanding of the causes and effects of short and long term exposure to radiation.
Recognizes the importance of radiation protection in terms of radiation biology.

Outcomes for RADT 224 (Clinical)

Demonstrate mastery of higher skill levels in the safe operation of more complex radiographic equipment.
Demonstrate effective use of technical skills to produce an optimum quality radiographic image.
Employ more complex radiation protection methods and ALARA as indicated during procedures and exhibits these methods on the radiographs.

Spring Semester (2nd year)

Outcomes for RADT 207

Discuss appropriate radiation protection protocols for CT

Outcomes for RADT 225 (Clinical)

Demonstrate complete mastery of higher level skills in safely operating more complex radiographic equipment.

Demonstrate the most effective use of technique manipulation to produce an optimum quality radiograph of more complex nature.

Employ the most complex radiation protection methods, as indicated by specific radiographic procedures, during procedures and exhibits these methods on the radiographs.

**Radiologic Technology Program
MRI SCREENING FORM**

Students may be in situations where they enter zones 3 and 4 in the MRI area to transport patients, lifting help, or for advanced modality observation. The magnetic field is always on that is why student's need to be aware of the safety issues and what zones are safe for students (see zones included in this document. Students are introduced to the MRI zones and MRI safety during Orientation to the program, Fall clinical orientation, RADT 101 and RADT 207.

Before entering the MR environment or MR system room, students should be screened and given authorization to enter zones 3 and 4 by the MR department. They will also be advised to remove the following metallic objects including hearing aids, dentures, partial plates, keys, beeper, cell phone, eyeglasses, hair pins, barrettes, jewelry, body piercing jewelry, watch, safety pins, paperclips, money clip, credit cards, bank cards, magnetic strip cards, coins, pens, pocket knife, nail clipper, tools, clothing with metal fasteners, & clothing with metallic threads.

The MC Radiologic Technology Program MRI screening form is filled at least twice while the student is in the Program. In the interim, it is the student's responsibility to report any changes on this form to the faculty.

Student Name _____

Please address the following:

Have you had an injury to the eye involving a metallic object or fragment (e.g., metallic slivers, shavings, foreign body, etc.)? No Yes

If yes, please describe: _____

Have you ever been injured by a metallic object or foreign body (e.g., BB, bullet, shrapnel, etc.)? No Yes If yes, please describe: _____

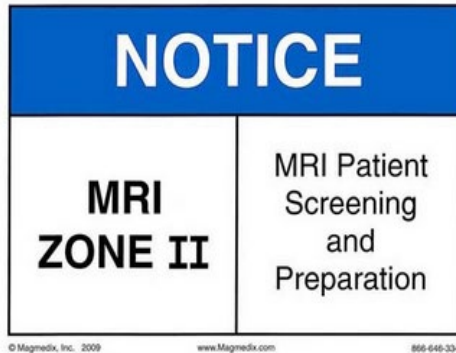
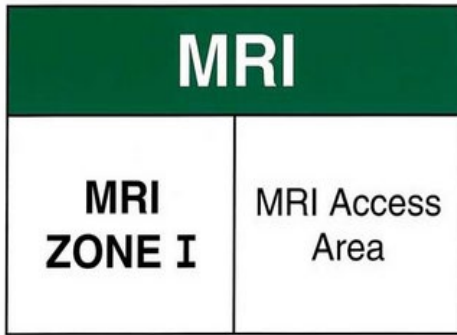
Please indicate if you have any of the following:

- | | |
|--|--------|
| • Aneurysm clip(s) | Yes No |
| • Spinal fixation or fusion devices | Yes No |
| • Cardiac pacemaker | Yes No |
| • Implanted cardioverter defibrillator (ICD) | Yes No |
| • Electronic implant or device | Yes No |
| • Magnetically-activated implant or device | Yes No |
| • Neurostimulation system | Yes No |
| • Spinal cord stimulator | Yes No |
| • Internal electrodes or wires | Yes No |
| • Bone growth/bone fusion stimulator | Yes No |
| • Cochlear, otologic, or other ear implant | Yes No |
| • Insulin or other infusion pump | Yes No |
| • Implanted drug infusion device | Yes No |
| • Any type of prosthesis (eye, penile, etc.) | Yes No |
| • Heart valve prosthesis | Yes No |
| • Eyelid spring or wire | Yes No |
| • Artificial or prosthetic limb | Yes No |
| • Metallic stent, filter, or coil | Yes No |
| • Shunt (spinal or intraventricular) | Yes No |
| • Vascular access port and/or catheter | Yes No |
| • Radiation seeds or implants | Yes No |
| • Swan-Ganz or thermodilution catheter | Yes No |
| • Medication patch (Nicotine, Nitroglycerine) | Yes No |
| • Any metallic fragment or foreign body | Yes No |
| • Wire mesh implant | Yes No |
| • Tissue expander (e.g., breast) | Yes No |
| • Surgical staples, clips, or metallic sutures | Yes No |
| • Joint replacement (hip, knee, etc.) | Yes No |
| • Bone/joint pin, screw, nail, wire, plate, etc. | Yes No |
| • IUD, diaphragm, or pessary | Yes No |

- Dentures or partial plates Yes No
- Tattoo or permanent makeup Yes No
- Body piercing jewelry Yes No
- Hearing aid (Remove before entering MR system room) Yes No
- Other implant _____ Yes No

I attest the above information is correct to the best of my knowledge. I have read and understand the entire contents of this form, and I have had the opportunity to ask questions regarding the information on this form. Faculty will review this form and those students who do indicate **Yes** to any of the above will be coached by Faculty to assure the student's safety.

Student Signature _____ Date _____



Memo of agreement is provided to all accepted students of the Radiologic Technology Program. A sample of this agreement is available for perusal (and not for signature) is located on the next page of this handbook.

This agreement, when signed by enrolled radiology student indicates that they have accessed and obtained the current student handbook available on the web page. A hard copy of the handbook is available in the Radiologic Technology classroom and with the Program Coordinator. Each clinical site is provided with a hard copy of this handbook. The handbook on the web page is updated as policy and procedure changes dictate and these updates will be noted as such on the web page.

MONTGOMERY COLLEGE

Takoma Park/Silver Spring Campus

Radiologic Technology

MEMORANDUM OF AGREEMENT

I have read the Radiologic Technology Program Student Handbook in its entirety and I am familiar with its contents. I expect any violation to result in appropriate action.

I understand that it is my responsibility to review the appropriate sections of the Handbook when confronted with a specific problem or concern and then contact the Clinical Coordinator or Program Coordinator at the time I would like clarification of program expectations.

I understand that all information regarding a patient or former patient is confidential and is to be used only for educational purposes in the instructional setting.

I understand that I will be a guest in the Clinical Education Settings and will conduct myself accordingly. All known rules and regulations will be followed.

I understand that the Clinical Education Settings may vary in location and all students are expected to meet the same requirements: therefore distance and weather do not change the program schedule unless classes are cancelled.

I understand that I may not function independently as a technologist and the Clinical Instructor will determine appropriate supervision and I will request the presence of a registered technologist when I repeat any radiographs.

I understand that I will receive a syllabus for each professional course in the curriculum and will abide by those requirements for each course as appropriate.

I understand, as a student in the Montgomery College Radiologic Technology Program, I represent not only the College but the Clinical Education Settings in my contact with patients, visitors and members of the community. The impression I leave with each person is very important to the affiliate and all the people involved in the healthcare team as well as my fellow students. I understand the clinical affiliation reserves the right to refuse admission to any Radiologic Technology student who is involved in any activity not considered professional or conducive to proper patient care.

Name (Print) _____

DATE SIGNATURE