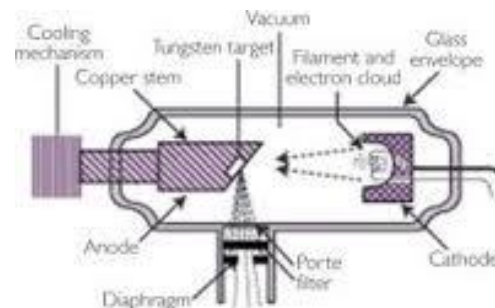

Essex County College RADIOGRAPHY STUDENT HANDBOOK

Academic and Clinical
Policies 2024 – 2025

Revised September 2024



Radiography Student Academic and Clinical Handbook

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New Jersey Department of Environmental Protection Radiologic Technology Board of Examiners COMPETENCY BASED CLINICAL EDUCATION STANDARD

APPENDIX

B.....	TF
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STANDARDS for an ACCREDITED EDUCATIONAL PROGRAM in RADIOLOGICAL SCIENCES: THE JOINT REVIEW COMMITTEE on EDUCATION in RADIOLOGIC TECHNOLOGY

APPENDIX

C.....	TF
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TAS form for calculating applicant status

APPENDIX

D.....	TF
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Grade Appeal Form

Alteration in Clinical Performance Form

Remediation Form

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Laboratory Fees

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MRI Screening Tool

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Clinical Competency Flow Sheet

Clinical Lab Evaluation Form

Clinical Competency Form

Image Critique Form

Affective Domain Form

Monthly Student Report Form

Monthly Attendance Form

Clinical Grade Worksheet

Lunch Schedule Form

Room Assignment Form

Evaluation of Clinical Adjunct Faculty Form

Orientation of New Clinical Preceptor Form



Radiography Student Academic and Clinical Handbook

1. Pursuant to the Rules and Regulations of the Essex County Radiography Program, I attest to the fact that I have received, read and understand the provisions of the Radiography Academic and Clinical Policies Student Handbook.
2. Pursuant to the Rules and Regulations of the Essex County College, I attest to the fact that I have received, read and understand the provisions of the Essex County College LIFELINE Student Handbook.
3. In consideration of the above, I further agree to abide by the Rules and Regulations and the Policies and Procedures as set forth in the Radiography Academic and Clinical Policies Student Handbook and Essex County College LIFELINE Student Handbook. I understand that while a student in the radiography program I will be governed by the most recently published departmental handbook.
4. The Radiography Program at Essex County College periodically uses survey instruments and other feedback tools for the continuous improvements of the program. Any student who does not wish to be included must notify the program in writing stating such, within 10 business days of receipt of this Handbook.

Student Name (Print)

Signature of Student

Date

ESSEX COUNTY COLLEGE

Notice of Non-Discrimination – August 2024

In accordance with the requirements of USDE Guidelines IV-O, Title VI: 34 C.F.R. § 100.6 (d), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, and other federal, state and local laws, Essex County College (“ECC”) does not discriminate on the basis of sex, race, religion, creed, national or ethnic origin, sexual orientation, age, pregnancy, gender identity, or gender expression.

Essex County College prohibits sex discrimination in any of its services, education programs, and activities that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to Essex County College’s Title IX Coordinator, the U.S. Department of Education’s Office for Civil Rights, or both. ECC’s Title IX Coordinator is:

Nicole Conforti (973) 877-3477 nconforti@essex.edu
Essex County College
303 University Ave
Newark, NJ 07102

ECC’s nondiscrimination policy can be found at <https://www.essex.edu/policies-and-procedures-hr/> and ECC’s resolution processes can be found at <https://www.essex.edu/title-ix/>.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to <https://www.essex.edu/title-ix/>.

To make a non-Title IX complaint of discrimination or harassment contact Essex County College’s Associate Director of Human Resources.

ECC’s Associate Director of Human Resources is:

Karen Bridgett (973) 877-3461 bridgett@essex.edu
Essex County College
303 University Ave
Newark, NJ 07102

An Equal Opportunity/Affirmative Action Employer

Procedure for Resolution

Essex County College is committed to providing an environment free from any form of discrimination. The College realizes that from time to time a situation may occur that requires administrative intervention. This Discrimination Complaint Procedure for Resolution provides an easy process for an individual to bring to our attention a violation of any *federal and state statutes, executive orders, regulations, guidelines, and amendments including but not limited to New Jersey Law Against Discrimination; Title VI & VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; and the Americans With Disabilities Act of 1990.*

Step 1 Informal Resolution

The grievant will discuss the discrimination complaint with the departmental administrator and will attempt to resolve the complaint in an informal manner. The departmental administrator may schedule to meet with both the individual charged with the alleged discrimination and the grievant. If the grievant is not satisfied with the outcome, the grievant may proceed to Step 2.

Step 2 Formal Grievance

If, in the opinion of the grievant, the complaint still has not been resolved, the grievant will, within five (5) days, provide a written statement on a Discrimination Complaint form and present it to the appropriate College Official for:

Disability:	General Counsel /Regulatory & Legal Affairs Room 6114 (973) 877 3043
Employment:	Human Resources Department Room 5100 (973) 877 3084
Students:	Dean of Student Affairs Room 5105 (973) 877 3070

The form will include the following information: name; address; telephone number of grievant; nature of the alleged violation; date of violation; names of persons responsible for the alleged violation; requested relief or corrective action; and any background information the grievant believes to be relevant. The form may be obtained by contacting any of the college officials listed above.

Step 3 Finding and Recommendation

The designated college official will, normally within 10 working days, present in writing a finding and recommendation to the appropriate departmental administrator and notify the grievant of the final decision.

An Equal Opportunity/Affirmative Action Employer



Radiography Program

STUDENT EMPLOYMENT POLICY Essex County College and Clinical Affiliates

Work study students, students employed part time, students employed by a hospital or clinical affiliate and students working elsewhere must adhere to the following:

- Employment hours must not conflict with Essex County College Radiography Program's academic and clinical hours.
- Employment of any radiography student at a clinical affiliate must be confined to specific areas. The student and supervisory staff must agree to the following provisions:
 1. Students **may not** work as an employee during clinical/didactic educational hours
 2. Students **may not** be taken out of their clinical rotation to work as an employee in any area of the radiography department or hospital.
 3. A department administrator or chief technologist **may not** request the student to perform radiographic procedures before or after radiography program hours.
 4. The students are **not permitted** to function in place of staff radiographers.

I understand and will adhere to the above policy:

Student Name (Print)

Date

Signature of Student



Technical Standards for Radiographers

Occupational Description: Radiographers provide patient services using imaging equipment at the request of qualified medical professionals to order and or perform radiologic procedures. Radiographers must be particularly concerned with limiting radiation exposure to patients, self and others. Radiographers exercise independence in the technical performance of medical imaging procedures by adapting variable technical parameters of the procedure to the condition of the patient and by initiating lifesaving first aid and basic life support procedures as necessary during emergencies.

Job Description: Requires that radiographers apply knowledge of anatomy, physiology, positioning, and radiographic technical in performance of their duties. They must also be able to communicate effectively with patients, other health professionals and the public. Additional duties may include processing radiographic images, evaluating radiographic equipment, managing a radiographic quality assurance program, and providing patient education relevant to specific imaging procedures. The radiographer displays personal attributes of compassion, competence, and concern in meeting the special needs of the patient.

Physical Characteristics: In order to provide patient services, the radiographer must be in good health and able to manipulate the imaging equipment as directed by physician without assistance. The radiographer must be physically able to initiate lifesaving first aid and basic life support procedures as necessary during medical emergencies. Additional responsibilities will require light to heavy lifting in the transferring of patients and application of radiation protective equipment. Visual and auditory acuity are essential to the radiographer's ability to evaluate radiographic images, provide patient care, and effectively communicate with patients and other health care professionals.

Emotional and cognitive stability are required for the radiographer to apply knowledge of anatomy, physiology, positioning and radiographic technique in order to display competence in meeting the special needs of the patients in a supportive safe environment.

Provisions in the federal statute (**Section 504**) require that persons with disabling conditions not be excluded from the admissions process if they are qualified to undertake and complete the program. Essex County College in compliance with the Americans Disabilities Act will attempt to make reasonable accommodations to applicants with disabling conditions if they are qualified and capable to undertake and complete the Radiography Program.

I as an applicant to the radiography program understand the **PHYSICAL DEMANDS** associated with the occupation of a **RADIOGRAPHER**.

Student Name (Print): _____ Date: _____

Signature of Student: _____



Radiography Organizational Chart

President	Dr. Augustine Boakye
Executive Dean Academic Affairs	Dr. Alvin Williams
Chair- Nursing & Health Sciences	Lori York, MSN, RNC-OB
Radiography Program Coordinator	Mary Ellen Carpenter, M.A., R.T.
Radiography Clinical Coordinator	Victor R. Eromosele, BSc., R.T.
Radiography Program Faculty	Darlyn Warner, M.S.R.S., R.T.

DEFINITION OF A RADIOGRAPHY STUDENT

A radiography student is classified under the curriculum code 2105 after officially being admitted to the Radiography Program. The student is enrolled on a full- time basis only. The length of time to complete the Radiography courses of study is twenty-two months. Upon completion of program requirements, the student is awarded an Associate in Applied Science degree.

DESCRIPTION OF THE PROFESSION & JOB OPPORTUNITIES

A radiographer is a professional member of the health care team qualified by the New Jersey Department of Environmental Protection Radiologic Technology Board of Examiners and the American Registry of Radiologic Technology. Radiographers provide patient services utilizing imaging equipment while serving as a health care team member. Radiographers:

- ensure knowledge of the principles of radiation protection for the patient of imaging service;
- demonstrate knowledge of the human anatomy;
- ensure positioning and imaging are accurate to demonstrate anatomical structures on a radiographic image;
- determine exposure factors to achieve optimum radiographic image for evaluation of patient condition;
- demonstrate discretion and judgment in the performance of imaging procedures;
- provide patient care essentials to radiography procedures;
- recognize emergent patient conditions and initiate lifesaving first aid and basic life-support procedures

The radiographer is responsible for producing radiographic images that provide significant and relevant information needed in determining patient diagnosis, patient plan of treatment and patient prognosis. A key function is in patient assessment to determine the specific approach in acquiring radiographic images. Radiographers are employed in hospitals, imaging centers, group physician offices, outpatient care centers, and PAC's administration, in the pharmaceutical industry, as application specialist, sales representative and as educators.

ECC RADIOGRAPHY PROGRAM MISSION STATEMENT

The radiography program, as one of the health career programs at Essex County College, is designed to meet the needs of our diverse student population by offering the highest quality education in Radiologic Technology which meets the comprehensive, cognitive, affective, and psychomotor objectives of the profession.

The program provides an educational environment structured to develop a competent and caring health care professional who possesses the qualifications necessary to fulfill the responsibilities associated with the profession.

The mission statement and goals of the Radiography Program have evolved from the input of various communities of interest and are evaluated periodically regarding their relevance, defining the purpose and scope of the Radiography Program at Essex County College.

To achieve the program's mission, the student must achieve the following educational goals:

1. Demonstrate skill and competence of an entry-level radiographer.
2. Demonstrate effective and appropriate communication with diverse ethno-cultural patients and other health care professionals.
3. Demonstrate appropriate problem solving and critical thinking skills in the health care setting.
4. Demonstrate appropriate behavior in providing quality patient care.

PHILOSOPHY

The radiography program, as one of the health career programs at Essex County College, is designed to provide theoretical and clinical education for entry radiographers.

The student will develop professional, ethical, and social skills through active participation in an organized sequence of classroom lectures, simulated labs, and clinical experiences provided in the curriculum.

The student Radiographer at Essex County College will apply the science of radiography with skill and knowledge of total patient care implementing effective measures of radiation protection.

The professional ability of the radiographer will enable the health care team to improve community health services and provide upward mobility for radiography career development.

PROGRAM OBJECTIVES

1. Apply knowledge of anatomy, physiology, positioning, and radiographic techniques to accurately demonstrate anatomical structures on a radiographic image.
2. Determine exposure factors to achieve optimum radiographic techniques with minimum radiation exposure to the patient.
3. Evaluate radiographic images for appropriate positioning and image quality.
4. Apply the principles of radiation protection to the patient, self, and others.
5. Provide patient care and comfort.
6. Recognize emergency patient conditions and initiate lifesaving first aid and basic life-support procedures.

7. Detect equipment malfunctions, report malfunctions to the proper authority and know the safe limits of equipment operation.
8. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
9. Participate in radiologic quality assurance programs.
10. Provide patient/public education related to radiologic procedures and radiation protection/safety.
11. Demonstrate sensitivity to ethno-cultural diversity.
12. Demonstrate appropriate communication skills with peers and members of the healthcare team.
13. Practice radiography within the legal and ethical framework of the radiography profession.
14. Demonstrate professional and personal growth by using available resources.

ACCREDITATION

Essex County College is accredited by Middle States and licensed to operate and award certificates and associate degrees by the New Jersey Commission on Higher Education.

The Radiography Program is governed by the United States Department of Education* (USDE), and Joint Review Committee on Education for Radiologic Technologists** (JRCERT). The JRCERT is currently recognized by USDE as an independent agency “to make whatever accrediting decisions it believes are warranted including the awarding of initial accreditation to programs the JRCERT determine are in compliance with JRCERT standards” The Essentials and Guidelines of an Accredited Educational program for the Radiographer. The Essentials used by the (JRCERT) for accreditation review are provided on request by the Program Coordinator.

The Radiography Program must also be accredited by the New Jersey Department of Environmental Protection (NJDEP) Radiologic Technology Board of Examiners.

*USDE - U.S. Department of Education 400 Maryland Avenue, SW, Washington, D.C. 20202

**JRCERT – Joint Review Committee on Education for Radiologic Technologists 20 N. Wacker Drive, Chicago IL 60606- see Appendix B

LICENSURE / CERTIFICATION

Upon completion of the radiography educational program and successfully passing the American Registry of Radiologic Technologist (ARRT), graduates will be certified by the ARRT and eligible for licensure by the State of NJ Dept. of Environmental Protection.

LENGTH OF PROGRAM

The program is designed so that the student will complete the required course in twenty-two (22) months.

ADMISSION TO THE RADIOGRAPHY PROGRAM

1. Completion of all remedial and/or ESL courses as indicated by the College placement test
2. Completion of all ***pre-requisite courses**** with a grade of “C” or higher. All pre-requisite courses ***must*** be completed by the end of the spring semester for the following fall semester acceptance.
3. The student must have a college GPA of 2.5 or higher
4. Submission of a program application by April 30 for the following fall semester acceptance. The application can be found at:
<https://www.essex.edu/radiography-program-overview/>
5. Completion of the ATI TEAS exam with a *score of 50 or greater*. The exam may be taken only once a year to achieve this grade. Deadline for taking exam is the first Friday in May. Register for the exam at <https://www2.registerblast.com/essex/Exam/List>
Study guides available at <https://www.atitesting.com>

There are a limited number of students admitted into the program on an annual basis. Acceptance is based on required prerequisite and applicable general education courses and student ATI TEAS scores. Students with the highest averages gain program acceptance.

- ***Pre-requisite Courses****

Completion of these courses is required prior to acceptance into the Radiography Program:

COURSE	CREDITS
BIO 121 ANATOMY & PHYSIOLOGY I**	4
MTH 100 or Higher Level MATHEMATICS	3-4
ENG 101 COLLEGE COMPOSITION I	3
HSC 109 MEDICAL TERMINOLOGY	3
TOTAL	13-14

**BIO 121 – 122 must be completed at the same institution within 5 years of application to the program.

If these courses have been taken at another institution an ***official transcript*** must be sent to Enrollment Services at the time of application.

PLEASE NOTE: Student acceptance to the Program is subject to background check and drug screen required for clinical clearance.

WHAT IS THE TEST of ESSENTIAL ACADEMIC SKILLS (TEAS) ALL ABOUT?

The TEAS exam provides an objective measurement of your critical reading ability and compares your ability against the level of mastery required for success in college. The TEAS evaluates your level of success with basic mathematics, the math necessary for you to function, not only in academic courses, but also in your clinical practice and it determines your effective speed in reading college level material along with the basic science from the BIO 121 Anatomy and Physiology prerequisite course. The composite score on the TEAS test is one of several determining factors that Essex County College Radiography Program will consider when deciding who will be admitted to the program.

TOTAL ACADEMIC SKILLS (TAS) FORM See Appendix C for a copy of the TAS form used to calculate applicant comparison score

RADIOGRAPHY ADMISSION APPEAL PROCESS

Applicants who apply and feel that they were unfairly denied admission to the program are advised of the following procedure:

- The applicant should make an appointment to meet with the Radiography Program Coordinator within 5 working days of the dated email with letter of non-admission to the program at which time the applicant will be expected to provide documented evidence of the breach of admission policy proceedings.
- If the matter is not resolved, either party may request a meeting with the Chairperson of Nursing and Health Sciences Division. This request must be made within 5 working days of the program coordinator's decision.
- If the matter continues to be unresolved, any of the parties may request a meeting with the Executive Dean of Academic Affairs within 5 days of the Divisional Chairperson's decision.

DEFERMENT OF STUDENTS ACCEPTED INTO THE RADIOGRAPHY PROGRAM

Students accepted into the radiography program will be allowed to defer their acceptance to the program to the following year, one time only, providing:

- The student must contact the program coordinator **in writing** requesting the deferment prior to the beginning of fall semester classes.
- The student must present a valid reason for the deferment. The validity of the reason will be defined by the radiography faculty; supporting documentation may be required.
- Students who do not follow this deferment procedure or begin the program the year following deferment, must re-apply to the program.

It is the responsibility of the student to contact the program coordinator concerning the intent to return to the program the following year no later than April 30th of the returning year.

HEALTH CLEARANCE

Student program acceptance is contingent on obtaining clinical clearance. Students admitted to the program must have an annual physical examination and health clearance performed by their personal physician. The student is required to submit the physical form and documentation indicating health clearance status to *Castle Branch* and the requesting clinical sites and clinical agencies.

You will not be allowed to participate in clinical courses until ALL requirements for clearance are met for the clinical sites.

Health Immunization requirement include/not limited to:

- 1) Medical form: physical examination prior to start of the Radiography program.
- 2) Hepatitis B series (1st and 2nd dose must be documented prior to program start) or titer indicating effective immunization
- 3) MMR#2 or titer indicating effective immunization (exempt if born before 1957)
- 4) Varicella or titer indicating effective immunization
- 5) Annual Tuberculin Skin Test (TST)/PPD (2 step PPD the first year/1 step the second year) or IGRA blood test (Interferon Gamma Release Assay) TB blood test (T-SPOT® or QuantiFeron®) or annual chest x-ray. Positive results will be dealt with individually.
- 6) Tdap vaccination as adult

If a private physician determines that regular monitoring of a pre-existing condition or chronic illness is required, evidence of compliance will be necessary for continuation in the program.

NOTE: the above clinical requirements are determined by the clinical site and may change without notice.

Health Insurance

All Radiography students are required to have proof of health insurance for clinical clearance as determined by affiliation agreements in place between Essex County College and participating clinical sites.

STUDENT PREGNANCY POLICY

Female students in the program have the option to:

- Provide the department with written notice of voluntary declaration of pregnancy
- Continue in the program without any modification or declaration of pregnancy
- Provide the department with a written withdrawal of declaration

Every attempt will be made by the department faculty to accommodate and assure continuity of the student's educational process during the post-partum period. The following options may be considered by the student:

- Self-study program oriented to the needs of the students (Attention will be directed towards maintaining student proficiency level)

- Leave of absence students (Attention will be directed towards maintaining student proficiency level). Provision shall be made for re-entry into the program when a leave of absence is taken by the student.
- No modification may be necessary.

Fetal Dose/ Pregnancy Precautions

N.J.A.C. 7:28-198 (e); 10CFR 20.120 8

Reference: New Jersey Bureau of Radiation Protection & NCRP Report No. 116

1. Disclosure is encouraged to ensure proper monitoring of the fetus and mother. No pregnant female student should receive a radiation dose of more than 5 mSv (0.5 rem) during the nine-month gestation period. *In the absence of this voluntary written disclosure a student cannot be considered pregnant.*
2. All pregnant students shall wear an additional body radiation monitor (e.g., film badges or thermoluminescent dosimeters) when in the vicinity of radiation- producing machines.
3. The relative risk to the embryo and or fetus from x-rays should be thoroughly explained to all students prior to actual operation of X-ray machines. United State Nuclear Regulatory Commission (NRC) Regulatory Guide NO.8.13, " Instruction Concerning Prenatal Radiation Exposure" and NCRP Report No. 91, Protection of Embryo-Fetus are suggested as references for all students.
4. The Radiologic Technology Board of Examiners recommends that adequate controls and monitoring be instituted to limit the dose to all students to as low as reasonably achievable. The Radiologic Technology Board of Examiners recommends a total dose equivalent limit (excluding medical exposure) of 5 mSv (0.5rem) for the embryo-fetus. Once a pregnancy becomes known, exposure of the embryo-fetus shall no greater than 0.5 mSv (0.05rem) any month (excluding medical exposure).
5. The Program Coordinator and the appropriate institutional Radiation Safety officer should periodically review student radiation exposure reports to assure compliance with the above dose limit.
6. All educational requirements as mandated by the program must be completed prior to graduation. In all likelihood, a student should be able to continue her education without any modifications. Should any modifications be required:
 - a. Self-study program is oriented to the needs of the student. Attention will be directed towards maintaining student proficiency level.
 - b. Leave of absence students – attention will be directed towards maintaining student proficiency level. Provisions shall be made for re-entry into the program when a leave of absence is taken by the student.

TUITION, FEES, AND EXPENSES Effective July 1, 2024

What is the Cost of Attending Essex County College?

	In-county		Out-of-County
Tuition per credit hour	\$136.92		\$273.86
Student Activity Fee per credit hour	8.10		8.10
General Service Fee per credit hour	<u>34.49</u>		<u>34.49</u>
Technology Fee per course	15.00		15.00
Cost per credit hour (Technology Fee included)	\$194.51		\$331.45

Example of Tuition & Fees: <https://www.essex.edu/tuition-and-fees/>

Enroll in:	In-county			Out-of-County		
3 credits	3 x 194.51	=	\$553.53	3 x 331.45	=	\$964.35
6 credits	6 x 194.51	=	\$1,092.06	6 x 331.45	=	\$1,913.70
9 credits	9 x 194.51	=	\$1,630.59	9 x 331.45	=	\$2,863.05
12 credits	12 x 194.51	=	\$2,169.12	12 x 331.45	=	\$3,812.40
15 credits	15 x 194.51	=	\$2,707.65	15 x 331.45	=	\$4,761.75
18 credits	18 x 194.51	=	\$3,246.18	18 x 331.45	=	\$5,711.10

Tuition Approximately (in county) \$7002.36
 Books Approximately \$500.00

In addition to tuition there are other expenses which can vary widely from student to student, such as meals away from home, transportation and personal expenses. A student whose funds are limited is advised to carefully plan a workable budget.

The college recognizes that many students need financial aid in order to attend college. To this end, the Financial Aid Office administers various grants, and scholarships.

The Counseling Center also provides information and advisement concerning employment opportunities and methods of handling personal finances (See College Catalog for additional details).

LABORATORY FEES

Laboratory fee is charged in addition to tuition for special courses identified in the course description section of the catalog. This fee serves to partially defray the costs of additional class hours, special instructions, special equipment, materials, special facilities and/or expendable supplies required in the indicated course. The fees vary depending on the course (see Appendix E)

PROJECTED STUDENT EXPENSES

1. CPR (Cardiopulmonary Resuscitation) (Must be current within the length of the program) Valid for two years	\$90.00
2. National examination-upon graduation (NJ license \$60 & ARRT \$225)	\$285.00
3. NJSRT (NJ society of Rad. Tech) 2 yr. student membership A.S.R.T. (American Society of Radiologic Technologists) 2 yr. student membership	\$10.00 \$70.00
4. Uniforms/shoes/jacket/radiographic markers	\$175.00
5. Criminal back ground check, immunization monitoring and drug screening approximate cost for 2 years:	\$150.00
6. Textbooks approximately:	\$1000.00
7. Flu vaccine approximately per year:	\$30.00
8. Student malpractice insurance per year:	\$40.00
9. Trajecsys Clinical Recordkeeping Program (24 months)	\$150.00
10. Fit Testing approximately:	\$25.00

STUDENT E-MAIL ACCOUNT RESPONSIBILITIES

The Radiography Department communicates thru email. All students are provided with an ECC email account. It is the student's responsibility to set up the account and provide the Program with any change in personal email addresses. Email must be **checked daily** for official communication from the Radiography Department and College.

RADIOGRAPHY CURRICULUM

PRE-REQUISITE COURSES

Completion of these courses is required prior to acceptance into the Radiography Program:

BIO 121 ANATOMY & PHYSIOLOGY I	4
MTH 100 or Higher Level MATHEMATICS	3-4
ENG 101 COLLEGE COMPOSITION I	3
HSC 109 MEDICAL TERMINOLOGY	3
TOTAL	13-14

GENERAL EDUCATION REQUIREMENTS

To qualify for graduation from the Radiography Program, all students must complete the following General Education requirements. The program strongly recommends that the courses listed below be taken in the following sequence.

Fall Semester 1 st Year	BIO 122 Anatomy & Physiology II	4 credits
Spring Semester 1 st Year	SOC 101 Sociology	3 credits
Fall Semester 2 nd Year	HST 101 History	3 credits
Spring Semester 2 nd Year	PSY 101 Psychology	3 credits
	ENG 102 English Composition 2	3 credits
		Credits Total 16 credits

Radiography Curriculum Sequence for 1st Year Students

FALL SEMESTER		
RTC 100	Radiologic Technology I/Lab	2 credits
RTC 101	Radiologic Positioning I Principles I/Lab	4 credits
RTC 103	Patient Care and Ethics	2 credits
RTC 108	Clinical Radiography I	1 credit
	BIO 122	4 credits
		Total Credits 13
SPRING SEMETER		
RTC 104	Radiation Protection	2 credits
RTC 105	Radiologic Technology II/Lab	2 credits
RTC 106	Radiologic Positioning Principles II/Lab	4 credits
RTC 107	Contrast Media (Pharmacology)	2 credits
RTC 111	Clinical Radiography II	1 credit
	General Education Requirements SOC 101	3 credits
		Total Credits 14
SUMMER TERM ONE		
RTC 109	Radiologic Positioning Principles III/Lab	2 credits
RTC 110	Radiologic Advance Positioning Principles IV	1 credit
RTC 112	Clinical Radiography III	1 credit
		Total Credits 4
SUMMER TERM TWO		
RTC 202	Clinical Radiography IV	1 credit
		Total Credit 1

Radiography Curriculum Sequence for 2nd Year Students

FALL SEMESTER		
RTC 200	Medical Surgical Diseases	2 credits
RTC 201	Radiation Biology/Lab	2 credits
RTC 205	Clinical Radiography V	2 credits

	General Education Requirements HST 101	3 credits
		Total Credits 9
SPRING SEMETER		
RTC 203	Special Procedures/Imaging/Lab	3 credits
RTC 204	Pediatric/Geriatric Radiography	1 credits
RTC 206	Clinical Radiography VI	2 credits
	General Education Requirements ENG 102	3 credits
	General Education Requirements PSY 101	3 credits
		Total Credits 12
SUMMER TERM ONE		
RTC 207	Clinical Radiography VII	1 credit
RTC 210	Radiography Seminar	2 credits
		Total Credits 3

COURSE DESCRIPTIONS –

See College Catalog <https://catalog.essex.edu/course-descriptions/rtc/>

POLICY FOR AUDIO / VIDEO RECORDING IN CLASS

Students may audio record lectures with the permission of the teaching faculty member. Students may not record examination review sessions or any discussion of examination questions and/or answers. The faculty member will make the final decision regarding the permissibility of audiotaping. *No video recording by any student is permitted.*

ACCEPTANCE TO THE PROGRAM

Initial acceptance to the Program is contingent on the student's successful completion of all requirements for clinical clearance within the defined timeline. This process is explained at the new student orientation held in June for incoming students and outlined on page 34 of this handbook.

ACADEMIC STANDARDS

The academic standards for the Radiography Program are as follows:

A minimum grade of 75% must be achieved in all didactic Radiography (RTC) courses.

A minimum grade of 80% must be achieved in all clinical and laboratory work.

A minimum GPA of 2.5 must be maintained throughout the program.

All Radiography students are graded by a combination of the theory and clinical laboratory work. Theory as mentioned above requires a passing grade of 75% or better. However, clinical laboratory work demands a passing grade of 80% or higher.

Should a student's GPA fall below the minimum 2.5 they will be placed on Academic Probation.

A student has one academic semester to improve his/her GPA to the minimum standard *or be dismissed from the program.*

READMISSION PROCEDURES

Students who fail or withdraw from a Radiography course are placed in an inactive status in the program. ***Readmission to the program is not automatic or guaranteed.*** The student must apply in writing for program re-admission to the Radiography Program Coordinator. The application for readmission will be considered by the radiography faculty as a whole. The student must supply documentation to support the application for readmission.

Students may be readmitted to the program one time only.

Application deadline for re-admission: April 30th for the fall semester, August 31st for the spring semester, and December 31st for the summer semester.

Re-admission Application Procedure

1. Submit a letter requesting readmission by the deadline indicated.
 - a. Letter must address the reason(s) student was unable to succeed in the program initially
 - b. Student must provide an explanation as to why the faculty should reconsider readmission to the program.
2. Student must demonstrate evidence of personal growth.

Students failing the first semester:

If a student applying for re-admission was unsuccessful in their 1st semester of the radiography program (RTC courses) that student if re-admitted, would be required to repeat the entire semester regardless of previous grades. The student will be held accountable to the standards of the course syllabus.

Students failing in the second – seventh semester:

If a student applying for re-admission was unsuccessful in their 2nd – 7th semester of the radiography program (RTC courses), that student if re-admitted, would be required to:

- Repeat courses with grade of C+ or lower for the semester they failed
- Enroll in the clinical section for their current semester

A readmission exam must be taken and may be used in ranking and preparation for returning to the program. Retention of clinical skills will be evaluated through successful reassessment of positioning skills. Minimum grade for clinical skills is 90%.

Students wishing to return after 1 year or more out of the program:

Students are expected to **complete the program within 3 years**. Students who leave the program for more than 1 year will be required to start over.

Student Withdrawal from RTC Course

Students are expected to complete the Radiography Program within three years. Student request for course withdrawal will be determined based on student status (WP or WF).

- If a student chooses to withdraw from an RTC course, the student must withdraw from all RTC courses for that semester.
- If a student chooses to withdraw and is passing (WP) all RTC courses for the semester, the student may return to the program the following year providing the student remains in the three-year completion window and there is room for the student in the clinical setting. Readmission procedures will apply.
- If a student chooses to withdraw and is passing all RTC courses for the semester but program return will place the student outside of the three-year window, the student will be required to start the program over.
- If a student chooses to withdraw and is failing (WF) any RTC course for the semester, the student will be considered to have failed an RTC course and must then follow the Program policy for readmission.

THE GRADING SYSTEM

Grades are issued to students at the end of a semester or term. Mid-semester warning grades are given to students who are doing work below 75% in any radiography course. The mid-semester grades are for advisory purposes; they are not recorded in the student's record. The grading system is as follows:

Letter Grade	Range	Description	Grade Points per Credit Hour
A	93 - 100	Superior	4.0
B+	87 - 92	Very Good	3.5
B	82 - 86	Good	3.0
C+	78- 81	Above Average	2.5
C	75 - 77	Satisfactory	2.0
D	70 - 74	Failing	1.0
F	Below 70	Failing	0.0
*I		Incomplete	0.0

Please Note: A letter grade of “C” or better is the passing grade for all Radiography required courses. A letter grade of “D” or “F” would require the student to repeat the course.

I = Incomplete (I) indicates that the student was passing the course but did not complete course requirements by the end of the semester. After six (6) months, the original "I" will be recorded as "F" if the assigned work has not been completed. (Students are not permitted to enroll in the next course(s) in the sequence if an "I" is received in a course or prerequisite science course).

WP = Withdrawal while passing the course and WF = Withdrawal while failing the course

Note: Grade denotes official withdrawal from a course or the College. **Radiography students should consult with the Program Coordinator prior to withdrawing from any Program required courses.** (See Lifeline ECC Student Handbook, for withdrawal procedures.)

THE EDUCATIONAL EVALUATION PROCESS

The Academic Evaluation format is dictated by the course instructor and is dependent upon specific course demands. Evaluations may include but may not be limited to the following:

- written or oral quizzes, tests and exams
- exercises that encourage critical thinking
- laboratory performance
- demonstration of Clinical Competency
- recognition of relevant class participation
- paper, projects and presentations
- Affective Domain (emphasizes professionalism, consistent qualities such as compassion, communication, integrity and ethics in the clinical setting).

ACADEMIC ATTENDANCE POLICIES

Attendance is mandatory and will be recorded at the beginning of each classroom and laboratory session. Punctuality is also expected. Lateness or leaving early more than 15 minutes constitutes an absence. Students are expected to stay for the entire class/lab/clinical time. Students may not

disrupt class with excessive leaving and re-entering the classroom/lab. Attendance policy expectations are consistent with each course instructor. **Excessive violation to attendance policies will impact student grading and may result in academic probation and or removal from the program.** The student is responsible for all class material presented during his/her absence. Should the student miss a class, it is the student's responsibility to contact the professor prior to the class meeting. **Students must inform the instructor of absence or late arrival by email or phone prior to class/lab.**

RADIOGRAPHY PROGRAM ACADEMIC/CLINICAL WARNING NOTICE

Unsatisfactory Performance/Progress

Any student performing unsatisfactorily will personally receive an academic/clinical warning from the issuing faculty member. The warning may serve to help the student seek additional assistance or advisement in the area of need. The student is required to meet with the faculty member to address the issue within five working days. If for some reason the student is unable to get the help needed from the instructor, the student should arrange for conference with the program coordinator.

RADIOGRAPHY STUDENT ADVISEMENT

Radiography students must be advised by the Radiography faculty. All students must make an appointment to meet with their faculty advisor during the fall semester. Sign-up sheets will be available outside the faculty offices.

Students with last name beginning with letter:

A – M	Advisor: Program Coordinator
N – Z	Advisor: Program Faculty

Students with a grade point average below 2.50 will be placed on academic probation and must be advised by a counselor. A radiography student with a GPA below 2.50 will need special permission to register for a radiography course. The student must schedule a conference with the Radiography Program Coordinator.

PROFESSIONAL COUNSELING SERVICE

Counseling services are provided to assist students in achieving their goals through the encouragement of personal, social, vocational, and academic growth. Counselors combined their expertise to provide counseling services through both traditional and non-traditional methods of delivery. Each academic division is staffed with a counselor to provide services to its majors and to students interested in division disciplines.

GRADUATION

Students anticipating to graduate must apply at the registrar's office before registering for their final semester. Applications for graduation and the application procedure may be secured from the Registrar's Office and there is a non-refundable graduation fee. Students who are not eligible for graduation will be reviewed. There is no charge to file a Request to Activate Graduation Application Form.

Details concerning the graduation process are available at Enrollments Services and will be posted on the ECC website during the Spring/Summer 1 semester.

Students will be graduated with Honors as follows:

Highest Honors	GPA 3.85 to 4.00
High Honors	GPA 3.65 to 3.84
Honors	GPA 3.45 to 3.64

ANNUAL COMMENCEMENT CEREMONY

An annual commencement (graduation) ceremony is held in May or June. All students certified to graduate in degree and academic certificate programs are expected to participate in the graduation exercises. Students who are completing their requirements during the first summer term will be permitted to participate in graduation exercises.

HONOR CODE and ACADEMIC INTEGRITY

The faculty of the Radiography program believes that students must observe and support high standards of honesty and integrity in all aspects of education, practice, and research. For this reason, all students in this program are expected to abide by the Faculty/Student Honor Code and accept responsibility to help ensure that these standards are maintained by reporting violations of the Honor Code observed in others. All violations will be considered with gravest concern and may be punishable with sanctions as severe as suspension or dismissal.

FACULTY/STUDENT HONOR CODE

WHEREAS: The faculty of the Radiography program believe health care professionals must observe high standards of honesty and integrity; and

WHEREAS: As future health care professionals holding a public trust and as members of the Essex County College academic community, students must also observe high standards of honesty and integrity in all aspects of education, practice, and research; and

WHEREAS: Observance of this Code is essential due to the sensitivity and confidentiality required in professional education and practice and because it is required to uphold and promote the public trust, the integrity of the professions represented at Essex County College and the principles of learning and acquisition of knowledge; and

- WHEREAS:** The faculty and students must make diligent efforts to ensure these high standards are upheld by their colleagues and peers as well as themselves; and
- WHEREAS:** It follows that faculty and students accept responsibility to help ensure that these standards are maintained in the Radiography Program by reporting incidents of academic and professional dishonesty in others;
- THEREFORE:** The faculty and students agree to abide by this Honor Code of the Radiography Program as follows:

GENERAL PRINCIPLES AND RESPONSIBILITIES

The principles of truthfulness, fairness, respect for others, trust, responsibility, and a personal commitment to maintaining these high standards and values constitute the fundamental ideal we all must strive to attain. Accordingly, The Radiography Program faculty and students have the following responsibilities:

- To be truthful in all academic and professional matters, and to always represent their work honestly and that of others;
- To be aware of and to abide by all applicable federal, state, and local civil and criminal laws and regulations;
- To be aware of and abide by all applicable codes and standards of ethical and professional conduct and responsibilities, including those established by the profession in which the student's course of study is intended to prepare him or her to practice;
- To be aware of and to abide by all applicable College and school policies, rules, procedures, and standards, both general and academic; and the responsibility for personal and professional integrity and honesty in all academic activities;
- To help ensure that high standards of professional and ethical conduct are upheld by faculty, students, colleagues, and peers by reporting violations of this Honor Code observed in others to the Radiography Program coordinator.

Violations of this Honor Code include conduct that does not fully comport with the statements and principles above. Examples of violations include, but are not limited to, conduct listed below.

EXAMPLES OF VIOLATIONS OF ACADEMIC INTEGRITY AND OF STANDARDS OF BEHAVIOR

CHEATING occurs when an individual misrepresents his/her mastery of the subject matter or assists another to do the same. Instances of cheating include, but are not limited to:

1. Copying another's work and submitting it as one's own on an examination, paper or other assignment;
2. Allowing another to copy one's work; see #4
3. Using unauthorized materials during an examination or evaluation such as a textbook, notebook, or prepared materials or possession of unauthorized materials (notes, formulas, etc.) that are visually or audibly accessible.
4. Collaborating with another individual by giving or receiving unauthorized information during an examination or evaluation. This includes sharing / accepting test questions.

PLAGIARISM is an act whereby an individual represents someone else's words, ideas, phrases, sentences or data, whether oral, in print or in electronic form, including internet sources, as his/her own work. Examples include, but are not limited to:

1. Using the exact words (verbatim) of another source without quotations and appropriate referencing;
2. Using the ideas, thoughts, opinions, data or theories of another without a reference, even if completely paraphrased;
3. Using charts and diagrams from another source without revision, permission from the author and/or appropriate referencing;
4. Using facts and data from another source without a reference unless the information is considered common knowledge.

FABRICATION is the deliberate use of false information or withholding of information with the intent to deceive. Examples include, but are not limited to:

1. Deceptive behavior or actions in obtaining clinical competencies;
2. Using information from a source other than the one referenced;
3. Listing of references in a bibliography that were not used in a paper;
4. Falsifying or withholding data in experiments, research projects, notes, reports, or other academic exercises;
5. Falsifying or withholding data in patient charts, notes or records;
6. Submitting papers, reports or projects prepared in whole or part by another;
7. Taking an exam for another or allowing another to take an exam for oneself.

OTHER ACTS OF MISCONDUCT include, but are not limited to:

1. Changing, altering or falsifying a graded examination, completed evaluation, grade report form or transcript, or unauthorized entry, or assisting another in unauthorized entry, into a University building, office or confidential computer file for that purpose;
2. Obtaining, distributing, accepting or reviewing examinations, lab reports or other confidential academic materials without prior and explicit consent of the instructor;
3. Submitting written or computer work (in whole or in part) to fulfill requirements of more than one course without the prior and explicit permission of both instructors;

4. Impeding the progress of another by sabotaging their work (written or computer data, laboratory experiments, etc.), deliberately providing false or misleading information, or withholding or hiding information, books or journals;
5. Stealing information from another;
6. Forging an instructor's signature or initials on examinations, evaluations, lab reports or other academic materials, and forgery, alteration, or misuse of School documents, records, or identification.
7. Obstruction or disruption of teaching, research, administration, procedures, or other School activities;
8. Theft, damage, or the threat of damage to the property of the state or a member of the University community or to any person lawfully on the university campuses;
9. Any action that harms, threatens bodily harm or presents an imminent danger of such to any person lawfully on the university campuses;
10. Possession or use of firearms, explosives, dangerous weapons on university property in violation of federal, state or local law or university regulations.
11. Use, possession, or distribution of narcotics or dangerous drugs, the use of which is prohibited by laws of the state;
12. Unauthorized entry into, or use of, University facilities;
13. Violations of established University policies or regulations, including regulations concerning consumption of alcoholic beverages or other substances, and any other procedure or regulation officially promulgated by the University.
14. Violations of any applicable professional Codes of Ethics.

In Addition

Policies regarding Academic Integrity will be strictly enforced, please refer to Your **College Catalog**, **Lifeline**, the ECC student handbook, and your **Radiography Program Academic and Clinical Handbook**.

DEPARTMENT GRADE REVIEW

On occasion students may feel that the grade assigned is not in accordance with their expectations. Should this occur, the student is strongly encouraged to make an appointment with the faculty member for a **grade review**. The grade review should be performed prior to the beginning of the next semester. The faculty member and student will review the performance of the student throughout the semester. If a mutually satisfactory solution has not been reached the student may at this time seek the advisement of the Radiology Program Coordinator.

ACADEMIC APPEAL

A student desiring to formally appeal a final grade will initiate the process by completing a **Grade Appeal** form and submitting it to the appropriate department or division chairperson. The Ground rules regarding appeals include:

- (a) The appeal may not be submitted until **one week** after the end of the semester in which the grade was awarded.

(b) An appeal may not be submitted later than **six months** after the end of the semester in which the grade was awarded.

If the student has not yet done so, the Chairperson will ask the student to meet with the instructor to review the criteria used in determining the final grade within **five (5)** working days of the original date of submission.

If the student and faculty member cannot resolve the appeal, the Chairperson will meet with the student and the instructor within **ten (10)** working days from the date of the original submission.

(a) When appropriate, the Chairperson may ask a departmental committee to review material (e.g., the final essay in ENG 101) and make a recommendation.

(b) The meeting with the Chairperson will not preclude the student's right to appear before the Grade Appeal Committee.

(c) On merit, the Chairperson may recommend that the instructor request a change of grade or recommend that the student accept the original grade.

If the student is not satisfied with the resolution suggested by the Chairperson, the appeal will be forwarded to the Divisional Appeal Committee.

(a) The Chairperson will convene a meeting of the Divisional Appeal Committee within **fifteen (15)** working days from the date the original of submission

(b) The Grade Appeal Committee will be chaired by a faculty member in the division.

(c) The student and the instructor will be asked to attend the meeting of the Grade Appeal Committee. Each will be asked to address the Committee directly, and at the Committee Chairperson's discretion, some discussion or dialogue may occur.

(d) The Committee will make recommendation to the division chairperson who will notify the student of the Committee's decision **within ten (10)** days of the meeting.

If the student is still unsatisfied with the resolution suggested by the divisional committee, the appeal will be forwarded to the appropriate academic dean.

(a) The Dean will meet with the student in an attempt to mediate a resolution.

(b) Failing to bring the matter to resolution, the Dean will convene a meeting of the College Wide Grade Appeal Committee on or before Nov 15, Mar 15 or June 15 as per Grade Appeal Form (Appendix H).

(d) When appropriate the Dean may identify an individual outside the institution with appropriate expertise to review material and/or make recommendations.

(e) The student and the instructor will be asked to attend the meeting of the Grade Appeal Committee. Each will be asked to address the Committee directly, and at the Committee Chairperson's discretion, some discussion or dialogue may occur.

(f) The Grade Appeal Committee will discuss the matter further in private and make one of the following recommendations to the academic dean:

i. Affirm the grade as appropriate, or

ii. Recommend that the instructor request the grade be changed.

(g) The Dean will meet with the faculty member and division chairperson to ensure implementation of the Committee's recommendations.

(h) The Grade Appeal Committee is the final level of appeal. Decisions of the committee will be communicated to both parties by the dean chairing the committee.

STUDENT CODE of CONDUCT PROCEDURE

Accessed from LIFELINE 2022-2023 pgs. 23-35 <https://www.essex.edu/studentlife/>

Essex County College has established itself as an institution of higher learning that welcomes and embraces people from all ethnic, social, religious, and economic backgrounds. The diversity of our college community fosters opportunities for sharing of different ideas and opinions, and not only promotes tolerance – but respect and understanding for others who may be different. These experiences will only enhance the educational process that is being provided and serve as a catalyst for the development of possible rich, fulfilling lifelong relationships.

With any interpersonal process, conflicts occur in a multitude of forms. The Essex County College Code of Student Conduct serves to protect the college community and its property from inappropriate behavior(s) that could result in physical or emotional harm. The college outlines inappropriate behavior(s) and provides steps of disciplinary action for students whose acts violate the standards of conduct set by the institution. It is our expectation that students will abide by the Code of Conduct and function as responsible citizens promoting college spirit, cross-cultural understanding, and academic excellence.

The following outlines the areas of conduct that are considered inappropriate, and subject to disciplinary action:

- a. SIMPLE ASSAULT
- b. VERBAL ASSAULT
- c. LARCENY/THEFT
- d. ILLEGAL POSSESSION/SALE AND/OR USE OF CONTROLLED DANGEROUS SUBSTANCE
- e. ILLEGAL POSSESSION AND/OR USE OF ALCOHOLIC BEVERAGES
- f. SEXUAL HARASSMENT
- g. MISCHIEVOUS CONDUCT
 - *Defacing, vandalizing and/or destroying property*
 - *Invasion of marked lavatory by opposite sex*
- h. DISORDERLY CONDUCT
 - *Disruptive Classroom Conduct • Disruptive Behavior*
 - *Indecent exposure and /or indulging in sexual activity on campus*
 - *Uncooperative behavior • Loud and abusive behavior*
 - *Fist fighting • Intoxication*
- i. REFUSAL TO COMPLY WITH THE REASONABLE REQUEST OR DIRECTION OF AN ESSEX COUNTY COLLEGE OFFICIAL
- j. OTHER VIOLATIONS OF FEDERAL, STATE CRIMINAL OF DISORDERLY PERSON, LAWS OR OF ESSEX COUNTY COLLEGE RULES AND REGULATIONS

Radiography students who are found guilty by the Student Judicial process of the infractions listed in ***LIFELINE*** will be reviewed by the Radiography Faculty to determine continuation in the Radiography Program.

A student who is suspended, placed on probation *, or expelled by the Judicial Committee of the college must withdraw from the 2105 Radiography Program major immediately. Students that have been suspended or placed on probation may apply for re-admission following the guidelines outlined by the Judicial Committee and the readmission procedures outlined on page 22.

Students will be notified of the readmission decision by a letter from the Radiography Program Coordinator. Radiography students who are reprimanded or referred to counseling by the college Judicial Committee will be reviewed by the Radiography Faculty and Divisional Chairperson in consultation with the Executive Dean Academic Affairs for determination of Radiography Program status. This review will be completed within seven (7) working days from the judgment made by the Judicial Committee.

* The word “probation,” as it is used in this context, refers to disciplinary probation which results from action of the College Judicial Committee. This action is handled by the office of the Dean of Student Affairs. Academic Probation is defined as a cumulative GPA (grade point average) below 2.0 for any marking period. Academic Probation is monitored by the Academic Affairs area. (Academic Progress Regulation 6-16.)

ESSEX COUNTY COLLEGE RADIOGRAPHY PROGRAM **GROUND FOR DISMISSAL**

1. Failure to abide by college/hospital regulations
2. Failure to abide by the Faculty/Student Honor Code
3. Indifferent attitude towards patient care, supervisors, and/or technical directors
4. Chronic absenteeism in accordance with Program policy
5. Repeated failure to notify by telephone the clinical facility and Clinical Coordinator in the event of lateness or absence.
6. Any breach of department policy, rules and regulations of the assigned clinical site, or College policies may result in dismissal.
7. Arriving to clinical under the influence of illicit drugs and/or alcohol will result in automatic dismissal from the radiography program
8. Any infraction of the STUDENT EMPLOYMENT POLICY will result in automatic dismissal from the radiography program.
9. Refusal to attend a clinical facility student is assigned to or refusal by a clinical facility to accept a student for whatever reason will result in automatic dismissal from the program.

The action taken for 1 - 6 will be based on the degree of severity while 7 – 9 will result in Program dismissal.

DOCUMENTATION OF ANY OF THE ABOVE INCIDENTS WILL BE SIGNED BY THE STUDENT AND THE CHIEF TECHNOLOGIST and/or THE CLINICAL SUPERVISOR. DOCUMENTATION WILL BE KEPT IN STUDENT FILE. Clinical Instructors are required to notify the Program Coordinator of any unprofessional or inappropriate activity demonstrated by the ECC Radiography Student.

MARTIN LUTHER KING JR. LIBRARY

The Martin Luther King, Jr. Library is located on the main campus in a two-level facility in the center of the Megastructure and maintains a collection of more than 90,000 volumes, over 400 periodicals, thousands of microfilms, as well as hundreds of videocassettes, filmstrips, slide/cassettes, and 16mm film programs. Librarians offer assistance in the library and also teach library research skills to classes and individuals.

SCHOOL CLOSING

Apart from national holidays, Essex County College will be in full operation every scheduled class day. When severe weather warrants closing of the College, such announcements will be made by **text alerts**, on the following radio stations, or you may call the Main switchboard (973-877-3000) or Security (973-877-3312) WOR 710 AM * WCBS 880 AM * WNJR 1430 AM

CONTAGIOUS DISEASE POLICY

Mandatory health screening for communicable disease and general good health is completed prior to the beginning of the radiography program. Any apparent illness or exposure to communicable disease will render the student unfit for clinical attendance. If student is unable to participate in the clinical portion of their education based on guidelines set by the clinical affiliates, the student will be unable to complete the program requirements and must withdraw from the radiography program.

VACCINATIONS

Students are expected to comply with clinical site mandated health screens and vaccinations. Failure to comply may prevent clinical site approval and placement.

SEXUAL HARASSMENT POLICY

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, and Title IX of the 1972 Education Amendments. It is also prohibited by the policies of Essex County College and the New Jersey Civil Service Commission. The radiography program follows the policies of the College pertaining to sexual harassment. See Lifeline.

NOTE

The Radiography Academic and Clinical Policies Student Handbook list the specific rules and regulation for Radiography students. LIFELINE, the College handbook, covers many areas such as Financial Aid, Student Affairs, Student Services, etc., which are not covered in this book. The Radiography Handbook clarifies policies, procedures and regulations which differ from general College regulations. You are to consult LIFELINE and the catalog for general College information.

STUDENT ACTIVITIES

Professional Society Participation

It is **mandatory** that all students join the **New Jersey Society of Radiologic Technologist** (NJSRT). The membership fee is \$ 10.00 for 2 years.

N.J.S.R.T. <https://njsrt.wildapricot.org/join-us>

It is also **mandatory** that all students join the **American Society of Radiologic Technologist** (ASRT). As a student enrolled in a radiologic science program, you will enjoy the privileges experienced by registered radiologic technologists. While the application fee is waived for student membership, the cost of yearly dues is \$35.00. Students will be given classroom assignments based on membership materials.

A.S.R.T. Student Member American Society of Radiologic Technologist.

<https://www.asrt.org/registration>

STUDENT PUBLICATIONS

The Student Publications Office located in the Clara Dasher Student Center. The purpose of this office is to coordinator the production of publications such as the yearbook, student handbooks, student newspaper, student literary magazine, activities, calendar and newsletters.

STUDENT NEWSPAPER

The student newspaper, named the Essex County College Observer (ECCO), was established to provide a means for communication for and by the students. ECCO publishes news of interest to the college community. Opportunities are available in all areas of newspaper work, and students are encouraged to join the editorial staff. Applications are available in the Clara Dasher Student Center, Room G03.

LIFELINE

This is the official College student handbook. The purpose of LIFELINE is to provide important information on the regulations services and student life offered by the College.

STUDENT CALENDAR

The purpose of this publication is to inform students of activities that are taking place throughout the college. Students may obtain a copy in the Clara Dasher Student Center.

CLUB & ORGANIZATIONS PROCEDURES MANUAL

This manual outlines ECC's administrative policy and procedure in student programming. It is prepared by the Student Life and Activities Office with the hope that student organization officers and advisors will find such a compilation and aid to their work.

CLINICAL EDUCATION

The clinical teaching/ learning experiences affords all students the opportunity to learn while interacting with patients and the health care team within the clinical setting. The purpose of the clinical experience is to assist students in gaining mastery in patient positioning, communication, radiation protection and age based specific needs. Critical thinking skills are enhanced and challenged through the daily interaction with diverse patient populations.

ELIGIBILITY FOR CLINICAL EDUCATION

Pre-requisites to Clinical Education include but are not limited to the following:

- Be a full- time matriculated student in the radiography program
- Have and maintain overall cumulative grade point average of 2.50 and minimum grade of 75% in each course including basic sciences
- All health records, vaccinations, negative background check, negative drug screen and CPR BLS Provider must be current prior to beginning the clinical education rotation. Additional clinical facility required document completion and submission is the responsibility of the student. Hard deadlines for completion and submission will be imposed by the Clinical Coordinator to assure clinical assignment approval for the fall semester. Late starts and / or reassignment of the clinical site will not be accommodated due to student's inability to comply.
- Have proof of health insurance and personal malpractice insurance policy and proof of payment with minimum coverage of \$1 million / \$3 million.

All students must annually provide acceptable proof of requested clinical clearance documents including but not limited to: **negative** background check, **negative** drug screen, health clearance, proof of required immunizations, proof of health insurance and malpractice insurance. Proof of compliance must be made available to the Clinical Coordinator on or before the date specified at new student orientation. Adherence by the student to the deadlines is necessary for programmatic submission to the clinical sites which impose deadlines for student clinical approval. Students' delay in this process will prevent clinical site approval and student clinical placement for the start of the fall semester. Since clinical attendance is mandatory each semester, without clearance the student will be unable to continue in the program.

CPR CERTIFICATION

BLS for Providers Certification is required for clinical participation. Student must provide a copy of the CPR card to CastleBranch and upon clinical site request.

CPR COURSE PROVIDER The course will be offered at Essex County College through the Department of Community and Continuing Education. Call 973-877-3079 for further information. Course may also be taken at any other American Heart Association provider.

STUDENT CLINICAL REGISTRATION

Students must be registered in the clinical course to attend the clinical rotation. Students will not be admitted into the clinical site if their name is not on the instructor's class roster. In the event of a discrepancy, students will be required to produce a valid course schedule indicating proof of student enrollment into the course.

Any clinical time missed due to student non- registration within the College designated registration window cannot be made up and will count as student clinical absence.

CLINICAL ATTENDANCE

Students are required to attend scheduled clinical days. There will be no exceptions in accommodating a student work/personal schedule to meet clinical requirements.

- If a student needs to leave the clinical site early the request ***must be approved or denied after submitting in writing to the Clinical Preceptor or Clinical Coordinator in advance.***
- If the missed clinical time exceeds 30 minutes, the student will be considered absent for the entire day with acknowledgment made to the time present in clinical through documentation on sign-in sheets and attendance logs.
- It is the responsibility of the student to contact the Clinical Preceptor if late clinical arrival is anticipated. Clinical begins at 8:30 a.m. which means the student is expected to be logged in, in the radiography department, and prepared to begin the clinical day no later than 8:30 a.m.
 - First late arrival to clinical (Trajecsyst sign in of 8:31 or later) – 1st warning
 - Second late arrival to clinical (Trajecsyst sign in of 8:31 or later) – 2nd warning
 - Third late arrival to clinical (Trajecsyst sign in of 8:31 or later) – student will go home and take an absence for the day.
- Forgetting and signing into Trajecsyst late will be counted as a late arrival. Failure to sign in and or sign out will be considered an absence from clinical.
- The student must contact the Clinical Preceptor plus document in Trajecsyst if student will be absent from clinical.
- Students will be granted two (2) absences for the entire semester with a maximum of 14 days for the length of the entire Radiography Program; if a student misses 3 days in a semester, the student will be granted one (1) absence the next semester.
- Students missing a clinical day, over those granted as above, will be placed on clinical probation until the end of the semester. Additional absences may result in failure of the clinical semester for student's inability to complete course requirements. In addition to clinical probation a deduction in points from the student's final clinical grade will be assessed as follows:
- Student who has 2 allowed absences: 3rd absence is minus 4 points; 4th absence is minus 8 points; 5th absence is minus 16 points and the 6th absence is minus 32 points.
- Students who have 1 allowed absence: 2nd absence is minus 4 points; 3rd absence is minus 8 points; 4th absence is minus 16 points and the 5th absence is minus 32 points.
- Students who have no allowed absences: 1st absence is minus 4 points; 2nd absence is minus 8 points; 3rd absence is minus 16 points and the 4th absence is minus 32 points.
- Students missing 6 or more clinical days in a semester will fail the semester and must then resign from the Radiography Program.
- It is the student's responsibility to contact the clinical facility, Clinical Preceptor, and the Clinical Coordinator if they will be arriving late or will be absent. The ***Clinical Coordinator must be notified about clinical lateness or absence between 8:00 and 8:30 a.m.*** Phone number is 973-877-4434.

Points may be deducted from the student's clinical grade for violations of clinical policy and or inappropriate or unprofessional behavior or actions. The following list is an example of possible reasons for deduction of points. **Please note that this list is not inclusive.**

- failure to notify Clinical Coordinator, Clinical Preceptor, and clinical site on lateness or absence
- missing clinical forms/reports
- tardiness at clinical facility
- inappropriate uniform or dress code violations/ missing markers/OSL/name tag

CLINICAL AFFILIATES

Hospital	Clinical Preceptors	Telephone Number
Clara Maas Medical Center 1 Clara Maas Dr, Belleville, NJ 3.8 miles from ECC	Asford Aryee, Dottie DeFrank, Yelitza Rosario	973-450-2030
St Michael Medical Center 111 Central Ave, Newark 3 blocks from ECC	Felicia Barrow, Daniel Scala, Michael Reilly	973-877-5290
Jersey City Medical Center 355 Grand Street, Jersey City, NJ 5.7 miles from ECC	Iwona Cichocki, Alexa Candelario, Joshua Moss, Carlos Aguilar, Nicole Jacobo, Minna Mai	201-915-2183
University Hospital Bergen Street Newark, NJ 1.7 miles from ECC	Emilio Ramon, George David, Biju Mathew, Janichkis Costa, Boguslaw Palka, Dageria Shaw, Peter Chiagoro	973-972-4907
University Hospital - DOC		973-972-2300
Newark Beth Israel Medical Center 201 Lyons Ave, Newark, NJ 3.6 miles from ECC	Tom Boudmer, Abraham Bangura, Owusu Amankona, Erika Pietraszkiewics, Josleinnny Infante, Diego Torres	973-926-6664
CareWell Health Med Center 300 Central Ave, East Orange, NJ 2.4 miles from ECC	Claudia Arroyo, Shawnette Warren, Junel Attys	973-266-4415
Kessler Institute for Rehabilitation 1199 Pleasant Valley Way West Orange, NJ 8.5 miles from ECC	Jessica Mackin, Johanna Galarza, Aida Boling	973-324-3606

Clinical Education Assignments

Start Date	Fall Semester	End Date
September	RTC 108 Clinical Radiography I	December
	Spring Semester	
January	RTC 111 Clinical Radiography II	April
	Summer 1	
May	RTC 112 Clinical Radiography III	June
	Summer II	
July	RTC 202 Clinical Radiography IV	August
	Fall Semester	
September	RTC 205 Clinical Radiography V	December
	Spring Semester	
January	RTC 206 Clinical Radiography VI	April
	Summer 1	
April	RTC 207 Clinical Radiography VII	June

Clinical assignments are made to offer the most comprehensive clinical education to all radiography students. Individual student accommodations will not be considered.

CLINICAL EDUCATION HOURS

The clinical Education hours for Students are 8:30 a.m. to 3:00 p.m.

Break 15 minutes

Lunch Hour 30 minutes

Student may combine break and lunch for a 45-minute lunch break

These hours are NOT subject to variation. Changes in Clinical Education schedules cannot be made to accommodate students. Students are EXPECTED to complete the program as approved by the Joint Review Committee on Education for Radiologic Technologists** (JRCERT) and New Jersey Department of Environmental Protection (NJ DEP). There can be no exceptions for students working or job hours.

Students are not allowed to “skip” breaks and lunch in order to leave early.

**JRCERT – see Appendix B

Students **must** be in clinical during the times they are signed in for. Should a faculty member visit a clinical site and a student is not present:

- 1) Missing student(s) will be marked absent, and points will be deducted per clinical attendance system.
- 2) Student(s) time sheet will be reviewed. If the student(s) signed in or out for a time that they were not in clinical, they will be subject to the rules and policies under *Academic Integrity*, in the Essex County College Lifeline.

COMPETENCY BASED CLINICAL EDUCATION and REMEDIATION

Clinical education of all radiography students is based on the State of New Jersey Department of Environmental Protection Radiologic Technology Board of Examiners Competency Based Clinical Education Standards. Please refer to Appendix A in this handbook.

CLINICAL RULES & REGULATIONS

The student is subject to all rules and regulations of the clinical affiliation(s)

1. Students are required to sign into Trajecsyst and be ready to work by 8:30 a.m. in their perspective clinical site. Sign out shall not occur earlier than 3:00 p.m. If a student is caring for a patient and it is 3:00 p.m. the student is expected to complete the case. The clinical preceptor (CP) will approve student attendance in Trajecsyst daily and the CP or hospital staff will also initial each student attendance sheet on a daily basis.
2. Students must update Student Observation Logs in Trajecsyst on a weekly basis as well as notifying their CP of any corrections required. Students may be sent home and unable to return to clinical until the information in Trajecsyst is updated.
3. Students are responsible for the care and stocking of supplies in their room assignment.
4. All students must observe the proper dress code in accordance with Essex County Radiography Policies. Students may be sent home if not in compliance.
5. Any student leaving the clinical facility must inform the CP, Chief Technologist or designee prior to leaving. This includes lunch and breaks. No student should leave the clinical setting before 3:00 p.m. to conduct business at the college.
6. Students must stay in their assigned clinical rooms unless they are on their break (15 minutes) or lunch (30 minutes)
7. All student work must be approved by appropriate clinical staff prior to the patient leaving the department.
8. No students shall operate or perform any mobile studies without *direct supervision by a registered technologist*.
9. Any radiographic image not clearly identified with the correct anatomical marker must be shown to the CP or Chief Technologist (or designee) before the image is submitted for interpretation.
10. Students must assure ALL patients brought into the examination room are properly identified. Students will verify patient's identity by asking the patient's name, date of birth and **always check wrist band. If a patient is not wearing a wrist band the Clinical Preceptor or Chief Technologist (or designee) must be advised.**
11. All pregnant patients must be cleared with either the Chief Technologist or the Radiologist prior to the examination.
12. In the event a student requires time off from clinical due to unforeseen circumstances, the request must be made in writing when possible, to the Clinical Coordinator. The Clinical Coordinator will either approve or deny the request.
13. Any incident which occurs at any clinical facility must be reported to the Clinical Preceptor or Chief Technologist. The CP must report incidents in a written memo to the Clinical Coordinator.
14. Gratuities shall not be accepted by students or representatives of the College.

15. Students are only permitted in the clinical areas during school designated time. No student shall “visit” or “hang-out” in any clinical site outside of the college designated times.
16. All students must adhere to the repeat radiograph policy.
17. **All students must wear a lead apron when performing mobile radiography. Violation of this policy will result in removal from the program.**

STUDENT REMOVAL FROM CLINICAL SITE

In the event a student is asked not to return to a clinical site the Program is under no obligation to reassign a clinical site.

CLINICAL ASSIGNMENT DRESS CODE

Proper uniform attire is to be worn at all times:

- Short sleeve green top
- Green pants: undergarments are required and must not be visible through the uniform
- Students must wear a long sleeve white lab coats when handling contrast media in the radiology department.
- Footwear will be conservative closed toed, non-clog, white clinic shoes and white socks.
- Essex County College shoulder patch must be displayed at all times on the left shoulder. Exception to this rule is students changing for the O.R.
- Essex County College Radiography student name tag is **mandatory** and will be worn over the left breast pocket.
- Each student is responsible for the purchase of a uniform, ECC patch and name tag.
- Students will have at least one set of flat right and left lead markers displaying 3 initials to identify the student while in clinical. These markers will appear on all student radiographic images. Students will not be permitted in clinical without them.
- OSL dosimeters will be worn on uniform or lab coat, and outside of the lead apron at the collar level.

Professional Appearance must be maintained at all times:

- Hair should be clean and neat and off the face. Hair longer than shoulder length must be tied back.
- Make-up must be simple and natural in appearance.
- Fingernails must be natural, clean, and short, and kept well-trimmed. No nail polish, artificial nails or overlays are permitted.
- Students must be clean shaven. Student with beards or mustaches must keep them neatly maintained. Facial hair may not interfere with personal protective equipment.

Jewelry

Clinical is not a place for jewelry to be worn, however the following guidelines should be observed if it is necessary:

- Facial piercing such as nose, eyebrows and lips are not permitted in the clinical setting.
- Ear piercings may not exceed two earrings per ear. Only small stud earrings are permitted in the clinical setting.
- Only an analog wristwatch is permitted to be worn on the wrist. NO Smart watches are allowed in clinical.
- Only one ring is permitted on either hand. The ring must be simple, small and flat.
- Necklaces must be short with no hanging pendant(s).

NOTE: STUDENTS MAY BE SENT HOME IF NOT IN COMPLIANCE WITH THE UNIFORM POLICIES

PERSONNEL RADIATION MONITOR POLICY

- All students are required to wear the OSL dosimeter assigned to them at the clinical facility or while working in the energized lab at the College. Students will be sent home from clinical if they forget their OSL dosimeter.
- OSL dosimeters are exchanged on a monthly basis. Students are responsible for making the exchange at the designed times.
- The Program will take responsibility for keeping permanent records of radiation exposure for each student. Monitor reading dosage will be emailed to all students by the Clinical Coordinator.
- A copy of the report will also be posted outside the Clinical Coordinator's office.
- Failure to abide by this policy and attending clinical without a current OSL dosimeter will result in the student's removal from clinical and may result in termination from the program. Missed clinical time will result in student absence which is subject to the Program's clinical attendance policy.
- OSL dosimeters will be worn on uniform or lab coat, and outside of the lead apron at the collar level.
- Any incident involving the OSL dosimeter such as a loss or known exposure **must be immediately reported** to the Program Coordinator.

On or around the 19th of each month, the student will be responsible to return his/her dosimeter to the department and exchange it for a current monthly dosimeter. *If the student is at the College on the 19th, the dosimeter must be exchanged on that date. Otherwise, the exchange will be made on the next day the student is on campus.*

Energized Lab Safety Policy

Students engaged in educational activities in the energized x-ray laboratory will observe the following procedures:

- Student MUST wear assigned OSL dosimeter while inside the energized lab.
- Student activities will be supervised by a licensed radiologic technologist.
- Student is prohibited from applying ionizing radiation to any biological tissue in the energized lab under penalty of dismissal from the radiography program.

Student Radiation Reading

Any student receiving a reading of 0.2 mSv or higher in a monthly period or 0.6 mSv or higher in a quarterly period will complete the radiation exposure tracking form with the Program Coordinator:

Student Radiation Safety Guidelines:

Based on the guidelines set by the State of New Jersey and with approval of the ECC Radiography Program Advisory Board the following will serve as minimum standards of radiation safety for the faculty and students in the program:

N.J.A.C. 7:28-6.1

- Within 30 calendar days of the school's receipt of any radiation dosimetry report, the school shall inform all students of their most recent exposure readings.
- In the event the student receives an exposure of 50 mrem (0.5 mSv) or greater on any monthly radiation dosimetry report, or 100 mrem (1.0 mSv) or greater on any bimonthly radiation report, or 150 mrem (1.5 mSv) or greater on any quarterly report, or an exposure that exceeds any of the occupational limits in N.J.A.C. 7:28-6.1, the school shall begin an investigation to find the cause and prevent recurrence of the exposure.
- The investigation report shall be completed within 30 calendar days of the school's receipt of the notification of exposure.
- This investigation report shall include any action to be taken to reduce unnecessary radiation exposure.
- The investigation report shall be given to the student and shall be maintained in the student's file.
- If any of the occupational limits in N.J.A.C. 7:28-6.1 is exceeded, a copy of the investigation report must be submitted to the Department.
- Within 90 calendar days of departure from the school, the school shall provide each student with a complete record of his or her radiation exposure history.

Every student is expected to exercise sound radiation protection practice at all times. At no time should a student participate in a procedure that exhibits unsafe radiation protection practice.

Students may:

- Never hold patient or image receptor.
- Never leave the radiation badge in the radiographic room.
- Never remain in the room while radiograph is being exposed
- Never wear your radiation badge outside of the clinical setting
- Always wear a lead apron when doing mobile exams
- Always stand behind the lead barrier when making an exposure
- Always use proper collimation
- Always close the door of the radiographic room before making an exposure
- Never operate fluoroscopy equipment
- Never allow yourself or another human being to serve as a patient for test procedures or experimentation
- Always wear a lead apron during a fluoroscopic/OR procedures or remain behind a lead protective screen and not in visible line with either the x-ray tube or patient

Landauer Annual/Terminal radiation dosimetry reports will be available upon request.

Radiation Exposure Tracking Form

Student Name: _____ Date: _____

Clinical site: _____ Wear period for OSL _____

How many days a week is the student at this site? _____

Has the student performed mobile radiography during this wear period? _____

How often? _____

While performing mobile radiography did the student:

Wear an apron during exposures?	YES	NO
Was the OSL outside of the apron?	YES	NO
How far did the student stand from the tube/beam during exposure?		

Did the student perform any fluoroscopy or OR studies during the wear period? _____

What types of procedures? _____

How often? _____ What is the estimated fluoroscopy time? _____

Where did the student stand in the room during the procedure (s)? _____

Did the student hold any patients? YES NO

Did the student leave the OSL on an apron and leave the apron in a room? YES / NO

Did the student lose the OSL for any time period during the wear period? YES / NO

Does the student stand behind an approved barrier / closed door while making exposures? YES / NO

Where on the body does the student wear the OSL?

Where is the OSL kept when the student is not in the clinical site?

Program Coordinator recommendations: _____

Program Coordinator Signature

Student Signature

MALPRACTICE INSURANCE

All students are covered under blanket policy of the college for liability that may occur in the clinical affiliates or radiologic technology courses. This coverage does not extend to hospital activities which are not part of the radiologic technology program at Essex County College. The student must purchase additional coverage through **HPSO** 1-800-982-9491/ www.HPSO.com or **Mercer Consumer** 1-800-375-2764 www.proliability.com in the amounts of \$1million / \$3 million.

Proof of payment is required by the clinical sites.

HOSPITAL STRIKE (s) / JOB ACTION

No student is permitted to participate in any strike or job action while assigned to a clinical facility. Should there be a strike or job action, the student must leave the clinical site and immediately contact the Clinical Coordinator for further instructions. At no time will the student attempt to cross a picket line to enter the hospital.

STATE BOARD OF RADIOGRAPHY ELIGIBILITY REQUIREMENTS

<http://www.state.nj.us/dep/rpp/tec/diagrt.htm>

Graduates of the ECC Associate Degree program in Radiography are eligible to apply for the ARRT licensure examination. Satisfactory completion of this examination results in being a Registered Technologist and eligible therefore New Jersey State licensure.

A graduate applying for licensure must submit to the Radiologic Technology Board of Examiners (Board) evidence in such form as the board may prescribe that the applicants meet the following requirements:

1. Be at least 18 years of age at the time of the application;
2. Complete at least a high school level education in the United States or its equivalent;
3. Complete a Board approved educational program or its equivalent and document competent clinical experience
4. Be of good moral character as determined by the Board;
5. Pass a Board approved examination or an equivalent examination within the last five years* or hold a current ARRT certification; and
6. Submit to the Department a complete [application](http://www.state.nj.us/dep/rpp/tec/downloads/rad_app.pdf)
http://www.state.nj.us/dep/rpp/tec/downloads/rad_app.pdf

GROUND FOR REFUSAL TO ADMIT TO THE ARRT EXAMINATION, REFUSAL TO ISSUE OR TO SUSPEND OR REVOKE CERTIFICATE, REGISTRATION OR LICENSE

A board may refuse to admit a person to an examination or may refuse to issue or may suspend or revoke any certificate, registration or license issued by the board upon proof that the applicant or holder of such certificate, registration or license.

- a. Has obtained a certificate, registration, license or authorization to sit for an examination, as the case may be, through fraud, deception or misrepresentation;
- b. Has engaged in the use or employment of dishonesty, fraud, deception, misrepresentation, false promise or false pretense;
- c. Has engaged in gross negligence, gross malpractice or gross incompetence;
- d. Has engaged in repeated acts of negligence, malpractice or incompetence;
- e. Has engaged in professional or occupational misconduct as may be determined by the board;
- f. Has been convicted of any crime involving moral turpitude or any crime relating adversely to the activity regulated by the board. For the purpose of this subsection a plea of guilty, non vult, nolo contendere, or any other such disposition of alleged criminal activity shall be deemed a conviction;
- g. Has had his authority to engage in the activity regulated by the board revoked or suspended by any other state, agency or authority for reasons consistent with this section;
- h. Has violated or failed to comply with the provisions of any act or regulation administered by the board;
- i. Is incapable, for medical or any other good cause, of discharging the functions of a licensee in a manner consistent with the public's health, safety and welfare.

CRIMINAL HISTORY BACKGROUND CHECKS / DRUG SCREEN

Clinical agencies mandate annual negative criminal history background checks and negative drug screen for all individuals engaged in patient care. All students must undergo criminal history background checks and drug screens annually. Students will be responsible for the associated expenses. **Students denied clinical placement by a clinical agency due to positive criminal history information or positive drug screen results will not be permitted to attend clinical. This action will invalidate student conditional program acceptance. Students beginning the second year in the program will have to withdraw from the radiography program due to inability to meet clinical requirements. Students will be eligible to reapply once.**

RELEASE FOR CRIMINAL BACKGROUND CHECK AND HEALTH RECORD INFORMATION

All students attending a clinical site requesting copies of criminal background check and health screening information will be asked to sign the authorization form granting permission for release of this information. *Students refusing to sign will be unable to complete the clinical portion of the program and will need to withdraw from the program.*

**AUTHORIZATION FOR THE RELEASE OF
CRIMINAL BACKGROUND INFORMATION**

To: Essex County College
303 University Avenue
Newark, NJ 07102

Re: Student's Name: _____

Address: _____

Student Identification Number

You are hereby authorized and requested to disclose, make and furnish to:

Name

Title

Agency / Hospital

Address

All information including, but not limited to, my criminal background records and to permit her/him to inspect and make copies or abstracts thereof.

A photocopy of this release form, bearing a photocopy of my signature, shall constitute your authorization for lease of the information in accordance with the request made to you.

This authorization shall be effective for as long as I am performing the clinical education component of the Radiography program until I issue a written revision. I agree to indemnify and hold harmless Essex County College, its respective directors, officers, agents, employees from any and all claims, responsibility, costs (including attorney's fees) or liability of any nature, kind and description, whatsoever, relating directly or any way arising from the release of any documents or records pursuant to this authorization.

Student's Signature

Date

PHYSICAL FORM

Name (Last, First)

Date of Birth

Position (*Student or clinical staff*)

ECC ID number

TO BE COMPLETE BY DOCTOR **PHYSICAL EXAMINATION**

Height _____ Weight _____ Pulse _____ BP _____

General Appearance

Skin _____ HEENT _____

Lungs _____ Heart _____

Extremities _____ ROM _____

Abdomen _____ Back _____

Deformities _____

Comments:

VARICELLA VACCINE

Varicella Zoster Antibody IGG – (If screen does not show immunity, varicella vaccine is required)

Date Given: ____/____/____ (*only if screen does not show immunity*)

Date Given: ____/____/____ **OR** Positive titer _____ Please attach lab work
Negative titer requires 2 vaccines over 2-month period

Name (Last, First)

MMR IMMUNIZATION MMR – MMR Antibodies (If screen does not show immunity, MMR series is required)

First dose Measles: ____/____/____ Second dose Measles: ____/____/____

OR Positive titer: _____ please attach lab work

One dose Mumps: ____/____/____ One dose Rubella: ____/____/____

OR Positive titer: _____ please attach lab work

OR First dose MMR: ____/____/____ Second dose MMR: ____/____/____

OR Positive titer: _____ please attach lab work

Negative titer requires MMR series over 2-month period

TUBERCULOSIS SCREENING: Tuberculin Skin Test (TST)/PPD or IGRA blood test (Interferon Gamma Release Assay) TB blood test (T-SPOT® or QuantiFeron®) or annual chest x-rays are accepted.

Tests performed within the last six (6) months will be accepted.

Mantoux/PPD Two Step required with second step performed within 3 weeks of the first. Please indicate date given and date read.

First Step: ____/____/____ Date Read: ____/____/____ Results: _____mm
Lot/Expiration: _____

Second Step: ____/____/____ Date Read: ____/____/____ Results: _____mm
Lot Expiration: _____

OR:

QuantiFERON-TB Gold (QFT) Date performed _____ Results _____

OR:

Chest x-ray interpretation (*within the last 12 months will be accepted*) - Required if known positive Mantoux/PPD reactor

Date CXR done: ____/____/____ Results: _____ (*attach copy of CXR report*)

History of positive PPD requires documentation of positive findings and treatment. Please attach.

Name (Last, First)

TETANUS DIPHTHERIA PERTUSSIS (Tdap) BOOSTER (within the last ten (10) years recommended)

Date Given: ____/____/____

HEPATITIS B VACCINE *Hepatitis B –Hepatitis B Surface Antibody*

First dose: ____/____/____ Second dose: ____/____/____ Third dose: ____/____/____

This individual is ____ is not ____ able to perform the expected duties of a ***radiography student / clinical instructor*** ____ with no limitations ____ with limitations.
If limitations apply, please specify: _____.

PHYSICIAN'S SIGNATURE

DATE

Please Print/Use Office Stamp

PHYSICIAN'S
NAME_____

ADDRESS_____

PHONE NUMBER: () _____

STUDENT HEALTH CLEARANCE

Students must work with their private healthcare provider to assure appropriate health clearance. The student's private healthcare provider will confirm student compliance with all health-related requirements. This form will be issued to all students in their program acceptance package.

REPEAT RADIOGRAPH POLICY

Repeat of patient radiographs by student radiographers will be conducted in the following manner:

1. The need to repeat the radiograph will be determined by a qualified member of the College or clinical imaging department.
2. The student will perform the repeat only *under the direct supervision* of a New Jersey licensed diagnostic radiologic technologist.
3. The repeated radiograph information will be recorded in the *Trajecsys Student Log sheets* in the *Student Repeat Record* section. The reason for the repeat will be recorded along with the name of the radiographer observing the repeated radiograph.

Student compliance for this policy is mandatory. Students found not following this policy will be written up by the Clinical Preceptor or program staff.

First violation: write up – warning

Second occurrence: removal from the program.

REMEDIATION POLICY

During the semester, students may encounter a situation where they may be unsuccessful in completing clinical course objectives. In this event, the student will be counseled through the Program's clinical remediation process. Remediation counseling may be performed by the student's clinical preceptor, the student's lab instructor, the Program Coordinator or the Program Clinical Coordinator, depending on the circumstances. Please see Appendix "D" for the Remediation Form.

CLINICAL POLICY ON PATIENTS IN ISOLATION

Students are not Fit Tested and are not permitted to be involved in the care of patients in isolation if an N-95 mask is required; as with suspected or confirmed highly contagious life-threatening diseases and/or viruses, such as Ebola and COVID-19.

Please refer to Appendix B

Standards for an Accredited Educational Program in Radiologic Sciences

Adopted by: **The Joint Review Committee on Education in Radiologic Technology**

JRCERT COMPLIANCE POLICY-PROGRAM ACCREDITATION

The Essex County College Radiography program, in compliance with JRCERT regulations will address, resolve and maintain a record of written complaints brought to the attention of the Radiography Program. The policy assures timely and appropriate resolution of complaints regarding allegations of non-compliance with JRCERT **STANDARDS** and maintains a record of such complaints and their resolution.

The Procedure for filing a complaint is:

1. Complaint must be submitted in writing and must clearly identify the standard in question.
2. The written complaint must be submitted in the appropriate form to the Program Coordinator within 10 working days.
3. The Program Coordinator will begin an investigation in no more than one week from the date it is received.
4. The Program Coordinator will address the violation after being able to ascertain the situation.
5. The Program coordinator will formally notify the person who generated the complaint JRCERT of the resolution in writing.

JRCERT NONCOMPLIANCE FORM

Date of Incident: _____

Name of person filing complaint: _____
(Print Clearly)

Please clearly identify the standard in question (Example: Standard 5.1 Pregnancy Policy):

Standard Number: _____

Standard Statement: _____

Explanation of Non-compliance: _____

Name of Witnesses/Parties involved:

Name	Title	Affiliation

Signature

Date Filed:

Signature of Person Receiving Form

Date Received

CONFIDENTIALITY STATEMENTS

Students are obligated to observe and respect the confidentiality of all patients in the clinical setting. Student access to patient private information is on a ***need to know basis*** only. Students will be asked to sign a confidentiality statement for the assigned clinical sites. Students refusing to sign will not be permitted to attend clinical. Students failing to observe patient confidentiality may be placed on academic probation and subject to possible removal from the program.

ARRT ETHICS PRE-APPLICATION REVIEW

<https://assets-us-01.kc-usercontent.com/406ac8c6-58e8-00b3-e3c1-0c312965deb2/d67eef6f-1560-49bb-9a49-c958d2a67b67/ethics-review-preapplication.pdf>

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

- are not enrolled in an ARRT-recognized education program, or
- are within eight months of graduating from an ARRT-recognized education program.

All program applicants and students enrolled in the radiography program are strongly advised to submit a Pre-Application review if they have any questionably criminal history.

All offenses must be reported regardless of how long ago they were committed.

Exceptions are:

- Offenses and convictions that occurred before you turned 18 and that were processed in juvenile court
- Speeding and parking tickets that weren't charged as misdemeanors or felonies and that didn't involve drugs or alcohol (if you have any traffic violation that involved drugs and/or alcohol, you must answer "Yes")
- Charges that were dismissed with no court conditions required (if conditions were required, you must answer "Yes")
- Court records that were sealed or expunged (if you don't have court documents that prove your case was sealed or expunged, you must answer "Yes")
- Offenses you've already reported to ARRT and about which ARRT has sent you communication

All other misdemeanor or felony offenses must be reported, including convictions or charges resulting in a plea of guilty, plea of nolo contendere (no contest), withheld or deferred adjudication, suspended or stay of sentence, pre-trial diversion activity, or military court-martial.

For more detailed information please visit <http://arrt.org/> Students are also encouraged to contact the state of NJ Department of Environmental Protection Radiologic Technology Board of Examiners. See Appendix A.

Mammography Rotation Policy

The Radiography Program sponsored by Essex County College has revised its policy, effective September 2022, regarding the placement of students in mammography clinical rotations to observe and/or perform breast imaging. (Additionally, the policy may be applied to any imaging procedures performed by professionals who are of the opposite gender of the patient.)

Under the revised policy, all students, male and female, will be offered the opportunity to participate in mammography clinical rotations. The Program will make every effort to place a male student in a mammography clinical rotation if requested; however, the Program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The Program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.

The change in the Program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student mammography clinical rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its October 2021 meeting. The JRCERT position statement is included below and is also available on the JRCERT Web site, www.jrcert.org, Programs & Faculty, Program Resources.

Position Statement on Breast Imaging Clinical Rotations Adopted by the JRCERT Board of Directors (October 2021)

“With regard to breast imaging, the JRCERT has determined programs must make every effort to place students in a breast imaging clinical rotation/procedure if requested and available. However, programs will not be expected to attempt to supersede clinical site policies that restrict breast imaging rotations/ procedures to students. Students should be advised that placement in a breast imaging rotation is not guaranteed.

The JRCERT reiterates that it is the responsibility of each clinical site to address any legal challenges related to a program's inability to place students in a breast imaging rotation. All students should be informed and educated about the various employment opportunities and potential barriers that may affect their ability to work in a particular clinical staff position.”

Essex County College Emergency Lockdown Procedures

Essex County College is committed to responding quickly and appropriately to extraordinary situations that could potentially have devastating effects on the College community. Depending on the nature of the emergency, the decision to order a lockdown will be reached using established criteria that take into consideration the safety of students, staff, and visitors. Unlike other emergencies where the building is evacuated and cleared, a lockdown requires securing a campus or an area as quickly as possible. It involves the College community out of public and open areas into secure areas as classrooms and offices.

Procedures

The decision to order a lockdown will be made by the President, Executive Director of the Division of Administrative Services and / or Director of Public Safety. Lockdowns are ordered in response to two distinct threats:

1. Lockdown – a direct threat to the safety and wellbeing of the College community such as a situation involving an individual armed with knife, gun, or explosives, a hostage situation or a terrorist attack.
2. Hold and Secure – an incident arising from a police action, environmental hazard or weather-related activity outside the College that poses no direct threat to people inside the building. In this case, the College would conduct business as usual but all entrances to the College would be locked. This action would deny access to the building from the outside.

A. LOCKDOWN

All lockdown notifications are made over the public address and emergency text system. The announcement is initiated by the Director of Public Safety.

1. STAFF/ STUDENT AND FACULTY RESPONSIBILITY DURING A LOCKDOWN

If any threat is viewed or perceived, call Campus Police at 973-877-3312/3135 or 911. The goal is to remove oneself from the area of immediate threat, exit the building if possible, go to a secure area and remain out of sight.

2. IF SAFE EXIT FROM THE BUILDING IS NOT POSSIBLE, TAKE THE FOLLOWING ACTION:

- Remain calm and encourage other to remain calm.
- Immediately cease all activity (teaching, group work, meetings, recreational activity...)
- If you are in a classroom or office, remain there
- If you are in a hallway, move to a room or other place of safety immediately.

- Provide assistance, where required, to individuals who are differently abled or have language barriers.
- Secure doors if possible, turn out lights, cover windows or pull shades if possible.
- Remain quiet and out of sight. Stay away from all windows and doors.
- Silence cell phones or devices that can generate noise.
- Staff members or volunteers should record names of persons present.
- Stay quiet and await instructions. Lockdowns can last a considerable time.
- Do not open the door under any circumstances.
- Do not evacuate if a fire alarm sounds unless identifiable emergency officials knock on your door and advise evacuation or unless you are certain that there is a need to evacuate.

3. IF YOU ARE OUTSIDE THE BUILDING THAT IS IN LOCKDOWN:

- Do not enter the building.
- Move as far away as possible from the building under lockdown and wait until further notice / direction is provided by campus security or police.

4. IF YOU ARE AT A DIFFERENT CAMPUS OR LOCATION:

- Do not call the location that is in lockdown
- Wait for information and situation updates that the College will provide.

5. FOR OPEN AREAS SUCH AS CAFETERIA, LIBRARY OR GYMNASIUM:

- Generally, follow the same steps as those listed above.
- If there are no doors that can be locked or barricaded, take shelter under desks, tables, chairs, or behind bookcases or other furniture or equipment.

B. HOLD & SECURE

1. All hold and secure notifications are made over the public address and emergency text system. The announcement will be initiated by the Director of Public Safety.
2. Remain in the building until emergency officials advise that it is “all clear” to leave.
3. Security staff is responsible for locking and securing all exits / entrances.
4. Security staff is responsible for monitoring the main entrance and admitting only authorized personnel into the building for the duration of the Hold and Secure lockdown.
5. The College President will determine if it is necessary to cancel classes and release students from areas not immediately affected by the Hold and Secure lockdown.
6. The College President will authorize release of closure information for broadcast for day or evening activities via appropriate media if it is considered necessary.

C. END OF LOCKDOWN OR HOLD & SECURE

The announcement of an “all clear” signal will be given to indicate the end of a Lockdown or Hold & Secure event. Security will conduct a door-to-door confirmation of this announcement.

D. COMMUNICATING WITH THE MEDIA

All communication with the media about the event and the nature of the emergency will be handled by the Office of the President.

E. POST LOCKDOWN AND HOLD & SECURE LOCKDOWN

- Counselors will initiate counseling and trauma services for those involved in the event if necessary.
- Security will review and evaluate the event and lockdown process. Evaluation will focus on the response by those who participated in the incident, and the effectiveness of communication to students, staff, and the community during and after the incident.

Essex County College Student Support Systems/ Disability Services

Essex County College welcomes students with disabilities into all of the college’s educational programs. It is the policy and practice of Essex County College to promote inclusive learning environments. Essex County College provides reasonable accommodations to otherwise qualified students with disabilities in accordance with Board Policies, College Regulations and relevant laws.

If you have a documented disability, you may be eligible for reasonable accommodations in compliance with college policy, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and/or the New Jersey Law Against Discrimination. Please note, students are not permitted to negotiate accommodations directly with Professors, Academic Chairpersons, and Deans.

To request accommodations or assistance, please self-identify at the Office of Student Development and Counseling with the Coordinator of Disability Services. The office is located on the main campus in Room 4122-I. Contact by telephone at 973-877-3071 or by email at mercado@essex.edu or disability@essex.edu. Additional information can be found at <https://www.essex.edu/counselling-disability-services/>.

Mental Health Counseling Services –

If you or someone you know is experiencing mental health challenges at Essex County College and need to speak with a Mental Health Counselor, please contact Professor Cassandra Johnson in the Office of Student Development and Counseling located on the 4th floor, room 4122 between the hours of 9am and 5pm Monday-Friday. You can also email Professor Cassandra Johnson at cassandra@essex.edu to schedule a virtual or in-person session.

Counseling services are free and confidential. If you are in a crisis, or after hours, please contact 911. The National Suicide Prevention and Crisis hotline also offers a 24-hour hotline at 988 or (800) 273-8255.

Commitment to Equity, Diversity, Inclusion and Belonging

Essex County College is committed to an equitable, diverse, and inclusive environment that promotes a sense of belonging. The course instructor honors this commitment and respects and values differences. All students enrolled in this course are expected to be considerate of others, promote a collaborative and supportive educational environment, and demonstrate respect for individuals with regard to ability or disability, gender, gender identity/expression, race, color, creed, ethnicity, age, culture, socioeconomic status, family/marital status, sexual orientation, professional rank, political preference, or other aspects of identity. If you have any questions or concerns about this statement, you may contact the Office of Compliance and Equity at (973) 877-3226.

Artificial Intelligence Tools Statement

Artificial Intelligence (AI) resources may only be used if an assignment clearly states that is an acceptable option or if the instructor explicitly permits it in the syllabus. In such cases, you may only use the specific tools identified as acceptable and you must adhere to the College's standards for attribution, validation, and transparency. This means that you must

- (1) fully document all material that was not generated by you,
- (2) check information generated by AI and take full responsibility for its accuracy, and
- (3) identify where and how you used any AI tools and how they contributed to your work.

Assessment may focus on how you improve on and surpass the initial contributions of the AI. Use of any AI tools without permission is unacceptable and will be considered as an academic integrity violation - an act of plagiarism which can result in the failure of the assignment. If you have any doubts about what is acceptable, please discuss them with the instructor of the class. The institution is actively securing software that detects the use of Artificial Intelligence Tools.

APPENDIX

A

**New Jersey Department of Environmental Protection
Radiologic Technology Board of Examiners
Po Box 420, Mail Code 25-01
Trenton, New Jersey 08625-420
609-984-5890
www.xray.nj.gov**

COMPETENCY BASED CLINICAL EDUCATION STANDARD

Approved by the Board:
September 14, 1989

Revised and approved by the Board:

April 28, 1993

September 23, 1999

November 3, 2004 with mandatory implementation by the graduating Class of 2007 and thereafter.

October 29, 2008 to reflect minor revisions to Sections VI, VII and VIII

July 26, 2011 with mandatory implementation by the graduating Class of 2014 and thereafter with optional implementation for the graduating Class of 2012 and Class of 2013

July 29, 2015 to reflect the removal of Section IV.1(c) as a prerequisite for a Simulated CCE.

July 20, 2016 with mandatory implementation of graduates who complete the educational program after December 31, 2018 and thereafter with optional implementation for the graduating Class of 2017 and Class of 2018

October 28, 2021 with mandatory implementation for graduates who complete the program after December 31, 2023 and thereafter with optional implementation for students who complete their program during 2022 and 2023.

I. Introduction:

The Board, with the input from New Jersey radiography educators, has revised its 2016 Competency Based Clinical Education (CBCE) Standard to reflect the ARRT's "2022 Radiography Didactic and Clinical Competency Requirements." Instead of using its own categories and procedures, the Board has developed a CBCE system that uses the ARRT's categories and procedures and has developed a CBCE procedure that, if followed, would comply with both the ARRT's and Board's Clinical Competency Requirements. In order to assist programs to comply with both competency requirements, a sample competency evaluation tracking form has been developed that may be used to track both ARRT and Board competency evaluations. This tracking form was developed using Microsoft Excel and is attached as Appendix A. An electronic version is available upon request. According to the ARRT, this form may be used for tracking the performance of procedures listed on its "2022 Radiography Didactic and Clinical Competency Requirements." Programs may modify this form to meet their individual needs.

The following is a summary of the Board's competency requirements. Using the ARRT 2022 "Radiography Didactic and Clinical Requirements", the Board lists a total of 70 radiographic and fluoroscopic imaging procedures into eleven (11) categories. The Board classifies these procedures into 36 "Mandatory" imaging procedures and 34 "Elective" imaging procedures.

Clinical Competency Requirements:

- Students must demonstrate competence in a minimum of 51 procedures following Board guidelines. A minimum total of 41 procedures must be performed on patients.
- Students must demonstrate competence in all 36 "Mandatory" imaging procedures.
- Students must demonstrate competence in a minimum of 15 "Elective" imaging procedures chosen from the designated list of 34 procedures.
- No more than a total of 10 "Mandatory" and "Elective" imaging procedures can be simulated. Only these procedures that are eligible for simulation in Appendix A can be simulated.
- A procedure can only be counted once (e.g. a portable femur can be counted as either a portable extremity in the "Mobile Radiographic Studies" category or a femur in the "Lower Extremity" category but not both).

Each school must develop and continuously implement a clinical curriculum that complies with at least the minimum requirements set forth in this standard.

II. The Board's Philosophy on Clinical Education:

In accordance with this Standard, a student's clinical competency is a requirement for graduation from a Board accredited radiography program. The program is responsible

for ensuring that prior to graduation; students have fulfilled all requirements contained in this Standard. Since 1989, the Board has not mandated nor recommended a minimum number of clinical education hours. However, the number of clinical education hours shall be sufficient for a student to accomplish the program's required number of clinical competency evaluations. This Standard is designed to produce entry level skilled graduates who are clinically competent. The affective domain must be integrated throughout the CBCE process.

CBCE is a progressive approach to the clinical development of a student. Students begin this process by observing a procedure or groups of procedures.

After didactic and laboratory instruction and documented laboratory proficiency¹ in a procedure, the student then proceeds to the participation stage of the CBCE system. In the participation stage, the student may now assume a more active role in his/her clinical responsibilities. Students shall perform these procedures under direct supervision.

The final stage in this CBCE system is the ability of a student to perform radiographic procedures under indirect supervision. Before the student can achieve this level of supervision, he/she must demonstrate competency through Clinical Competency Evaluation (CCE). The Board's CBCE Standard includes the following three (3) types of CCEs: (1) Initial Clinical Competency Evaluations (Initial CCE); (2) Continual Clinical Competency Evaluations (Continual CCEs) and (3) Terminal Clinical Competency Evaluations (Terminal CCEs). All Initial CCEs, Continual CCEs and Terminal CCEs must be performed on patients. Initial CCEs are usually common procedures that are performed on ambulatory, non-traumatic patients. As the student is evaluated on Continual CCEs and Terminal CCEs, the procedures and patient types become progressively more difficult. The Board believes that the strength of New Jersey radiography programs is largely due in part to the ongoing competency requirements (i.e., Continual CCEs and Terminal CCEs) throughout the entire program.

In addition to the above, a Simulated Clinical Competency Evaluation (Simulated CCE) can be performed in any "Mandatory or "Elective" procedure that is not performed on a patient. Simulated CCEs should only be considered for infrequent procedures and can be evaluated either in the hospital or laboratory setting. Passing a Simulated CCE still requires direct supervision of the student until the student later passes a clinical competency evaluation performed on a patient.

- 1 "documented laboratory proficiency" is a laboratory evaluation that is performed under simulated conditions and did not include all criteria for a Simulated CCE as published in Section VI of this Standard but does include the criteria necessary to determine that a student is proficient to position patients for that procedure.

III. Clinical Competency Requirements:

The Board requires all programs to implement a CBCE process that complies with the following:

1. Prior to graduation, each student must demonstrate competency in all 36 "Mandatory" procedures and at least 15 out of the 34 "Elective" procedures. A minimum of 41 of the 51 "Mandatory" and "Elective" procedures must be performed on patients. The Board strongly encourages all programs to exceed the minimum number of procedures to be performed on patients and the minimum number of "Elective" procedures that must be performed for competency. When possible, all CCEs should be performed on patients. The program should only consider simulation for infrequent procedures.
2. From the list of 70 procedures published by the ARRT, the program must ensure that at least the minimum number of Initial CCEs are completed on patients from the categories listed below:

<u>Category</u>	<u>Minimum Number of Initial CCEs</u>
Chest & Thorax	2
Upper Extremity	7
Lower Extremity	4
Head	1
Spine and Pelvis	4
Abdomen	1
Fluoroscopy Studies	1
Mobile C-Arm Studies	1
Mobile Radiographic Studies	3
Pediatrics (age 6 or younger)	1
Geriatric Patients	2

(If the program elects, the 11 categories may be broken into subcategories. However, the minimum number of Initial CCEs in each original category shall be maintained.)

3. All programs shall implement Continual CCEs. The minimum number of Continual CCEs is determined by the program. All Continual CCEs must be performed on patients.
4. A minimum of 41 different "Mandatory" and "Elective" procedures must be performed on patients as either Initial CCEs or Continual CCEs.
5. Prior to graduation, the program is required to evaluate students for Terminal CCEs. The minimum number of Terminal CCEs is determined by the program. Terminal CCEs can be performed on "Mandatory" and "Elective" procedures. All Terminal CCEs must be performed on patients.

IV. Prerequisites for Clinical Competency Evaluations (CCEs):

1. Simulated Clinical Competency Evaluations (Simulated CCEs):
Prior to a Simulated CCE, a student shall complete the following:
 - a. Documented didactic proficiency;
 - b. Documented laboratory proficiency; and

Simulated CCEs can only be performed within the last six months of the anticipated date of program completion.

2. Initial Clinical Competency Evaluations (Initial CCEs):
Prior to an Initial CCE, a student shall complete the following:
 - a. Documented didactic proficiency;
 - b. Documented laboratory proficiency; and
 - c. The program's minimum number of procedures performed on patients under direct supervision.

3. Continual Clinical Competency Evaluations (Continual CCEs):

Continual CCEs must be performed on a progressive level of patient and procedure difficulty. A Continual CCE can only be performed on a procedure that was previously evaluated for competency as either an Initial CCE or a Simulated CCE. (Example: if a student was determined competent by way of a Simulated CCE, the Continual CCEs must be performed on a patient. If a student was determined competent by way of Initial CCE on an ambulatory non-traumatic hand, the Continual CCEs must be performed on a patient with trauma to the hand or have any other conditions that would increase patient difficulty, such as, Parkinson's Disease, Rheumatoid Arthritis etc.)

4. Terminal Clinical Competency Evaluations (Terminal CCEs):
Prior to graduation, the student must demonstrate final competency in clinical education. This is accomplished by Terminal CCEs. Before advancing to this level of competency, students must:
 - a. Be within 3 months of their anticipated date of program completion and
 - b. Have achieved competency in the program's required number of Simulated CCEs, Initial CCEs and Continual CCEs within that category of procedures in which Terminal CCEs are to be attempted.

Terminal CCEs must be performed on a progressive level of patient and procedure difficulty.

V. Requirements for all Clinical Competency Evaluations (CCEs):

1. Students must be assigned to a Board approved clinical education center.
2. All program officials who evaluate students on CCEs must be approved by the Board.
3. All Initial CCEs, Continual CCEs and Terminal CCEs must be performed on patients.
4. A CCE that is not performed on a patient must be counted as Simulated CCE provided that the evaluation included all criteria in Section VI of this Standard. No more than a total of 10 “Mandatory” and “Elective” procedures can be evaluated by way of Simulated CCEs. Only these procedures that are eligible for simulation in Appendix A can be simulated.
5. Program officials shall approve the patients for all non-Simulated CCEs. Patient selection shall include a wide variety of patient types. (e.g. pediatric, trauma, geriatric, ambulatory, etc.)
6. All CCEs shall be based upon progressive level of difficulty.
7. Program officials shall determine the minimum number of times that a procedure must be performed by a student while under direct supervision.
8. Program officials shall develop suggested time frames for completion of all CCEs.
9. Institution protocol will determine the positions or projections and tasks for all CCEs.
10. Program officials shall be responsible for the development and implementation of the clinical competency grading system, affective domain evaluations, evaluation forms, performance objectives, and timely record maintenance of all CCEs.
11. The program shall publish all clinical competency requirements.
12. Continual CCEs and Terminal CCEs shall be performed on a progressive level of patient and procedure difficulty. (See Section IV, numbers 3 for examples)

VI. Criteria for all Clinical Competency Evaluations (CCEs):

All CCEs must include the minimum evaluation criteria:

1. Patient Identification Verification;
2. Examination Order Verification;
3. Patient Assessment;
4. Room Preparation;
5. Patient Management;
6. Equipment Operation;
7. Technique Selection¹;
8. Patient Positioning;
9. Radiation Safety;
10. Imaging Processing; and
11. Image Evaluation.

¹ Technique selection may include the use of CR, DR, AEC and manual techniques. Since not all facilities have CR, DR, or AEC equipment, it is important that students are competent in producing radiographs using manual exposure factors.

If CR or DR equipment is used during a clinical competency evaluation, image evaluation shall be based on the first image seen prior to any manipulation. As part of the competency evaluation, the exposure index selected by the student must be reviewed and be within the facility's established exposure range.

In addition to the above, Simulated CCEs requires the hands-on use of x-ray equipment and supplies and students must demonstrate the same level of cognitive, psychomotor and affective skills required for performing the procedures on patients.

VII. Required Levels of Clinical Supervision:

1. Prior to didactic and laboratory instruction and documented laboratory proficiency in a procedure:

The student is only permitted to observe a New Jersey licensed diagnostic radiologic technologist perform that procedure.

2. After didactic and laboratory instruction and documented laboratory proficiency in a procedure but prior to a Simulated CCE or Initial CCE:

The student continues to observe these procedures and gradually progresses to the point where the student can now participate and assist the New Jersey

licensed diagnostic radiologic technologist while under direct supervision. The following parameters constitute direct supervision. The licensed diagnostic radiologic technologist shall:

- a. Evaluate the request for examination in relation to the student's knowledge and competency.
 - b. Evaluate the condition of the patient in relation to the student's knowledge and competency.
 - c. Be present in the room with the student to observe and supervise the examination.
 - d. Evaluate and approve all resultant images and/or data.
3. After an Initial CCE, Continual CCE, or Terminal CCE:

With the exception to the procedures below, after a student has demonstrated competent in a given procedure, the student may perform that procedure under the indirect supervision of a New Jersey licensed diagnostic radiologic technologists. The following parameters constitute indirect supervision. The licensed diagnostic radiologic technologist shall:

- a. Evaluate the request for examination in relation to the student's knowledge and competency.
- b. Evaluate the condition of the patient in relation to the student's knowledge and competency.
- c. Be immediately available in the room or adjacent to the room where the student is performing the procedure. (Based on this parameter, a student cannot be assigned to a radiographic or fluoroscopic room unless a licensed diagnostic radiologic technologist is present either in that room or in an area that is adjacent to the room, such as, an adjacent room, adjacent room separated by a hallway or the hallway outside of the room where the procedure is being performed.)
- d. Evaluate and approve all resultant images and/or data.

All surgical and mobile procedures using either radiographic or fluoroscopic equipment must always be performed under direct supervision, regardless of the level of competency.

Passing a Simulated CCE still requires direct supervision of the student until the student later passes a clinical competency evaluation performed on a patient.

VIII. Requirement for Repeat Radiographs/Images:

Unsatisfactory radiographs/images shall be repeated only under the direct supervision of a New Jersey licensed diagnostic radiologic technologist, regardless of the student's level of competency.

IX. Remediation:

Remediation shall be an essential part of the CBCE Standard. The radiography program shall develop and publish a policy that addresses a student's failure to demonstrate competency within the clinical education curriculum. The following are the minimum remediation requirements for the five (5) types of clinical education failures:

1. Failure to demonstrate didactic or laboratory proficiency.

The program shall: (a) discuss the area(s) of failure with the student; (b) develop and implement a valid remediation plan; (c) reevaluate after remediation has been completed.

2. Failure of an initial clinical competency evaluation (Initial CCE):

The program shall: (a) discuss the area(s) of failure with the student; (b) develop and implement a valid remediation plan; (c) require clinical application of reinforced skills; and (d) reevaluate with either an initial clinical competency or simulated clinical competency in that radiographic procedure. If reevaluation is performed as a simulated clinical competency, the competency cannot be counted as an Initial CCE.

3. Failure of a continual clinical competency evaluation (Continual CCE):

The program shall: (a) remove the student's indirect supervision status in that radiographic procedure; (b) discuss the area(s) of failure with the student; (c) develop and implement a valid remediation plan; (d) require clinical application of reinforced skills; and (e) reevaluate with either a simulated clinical competency or an initial clinical competency in that radiographic procedure. If reevaluation is performed as a simulated clinical competency, the competency cannot be counted as a Continual CCE.

4. Failure of a simulated clinical competency evaluation (Simulated CCE):

The program shall: (a) discuss the area(s) of failure with the student; (b) develop and implement a valid remediation plan; (c) require application of reinforced skills; and (d) reevaluate with either an initial clinical competency or simulated clinical competency in that radiographic procedure.

5. Failure of a terminal clinical competency evaluation (Terminal CCE):

The program shall require remediation and reevaluation for the failed Terminal CCE. Reevaluation may be performed as a simulated clinical competency. A simulated clinical competency cannot be counted as a Terminal CCE. An additional Terminal CCE would be required prior to graduation eligibility.

The content and length of the remediation plan shall be determined by the program. All remediation shall be documented.

X. Clinical Education in Computed Tomography (CT):

In accordance with the 2017 ASRT Radiography Curriculum, programs with sufficient local resources are encouraged to provide students with clinical experience in computed tomography. If a program includes opportunities for competency assessment in CT, at a minimum the ASRT's CT objectives must be the basis for such competency. All student CT activities must be performed under the direct supervision of a New Jersey licensed diagnostic radiologic technologist. Activities involving CT quality control testing must be performed under the direct supervision of a New Jersey licensed diagnostic radiologic technologist or a New Jersey certified medical physicist.

Attached to this Standard are the following appendixes:

Appendix A - Sample Competency Tracking Form

Appendix B - Board's Competency Based Clinical Education Standard Flow Chart

APPENDIX B

Standards for an Accredited Educational Program in Radiography

EFFECTIVE JANUARY 1, 2021

**Adopted by:
The Joint Review Committee on Education
in Radiologic Technology – April 2020**



Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312.704.5300 • (Fax) 312.704.5304
www.jrcert.org

The Joint Review Committee on Education in Radiologic Technology (JRCERT) is dedicated to excellence in education and to the quality and safety of patient care through the accreditation of educational programs in the radiologic sciences.

Introductory Statement

The Joint Review Committee on Education in Radiologic Technology (JRCERT) **Standards for an Accredited Educational Program in Radiography** are designed to promote academic excellence, patient safety, and quality healthcare. The **STANDARDS** require a program to articulate its purposes; to demonstrate that it has adequate human, physical, and financial resources effectively organized for the accomplishment of its purposes; to document its effectiveness in accomplishing these purposes; and to provide assurance that it can continue to meet accreditation standards.

The JRCERT is recognized by both the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA). The JRCERT Standards incorporate many of the regulations required by the USDE for accrediting organizations to assure the quality of education offered by higher education programs. Accountability for performance and transparency are also reflected in the Standards as they are key factors for CHEA recognition.

The JRCERT accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process helps to maintain program quality but stimulates program improvement through program assessment.

There are six (6) standards. Each standard is titled and includes a narrative statement supported by specific objectives. Each objective, in turn, includes the following clarifying elements:

- **Explanation** - provides clarification on the intent and key details of the objective.
- **Required Program Response** - requires the program to provide a brief narrative and/or documentation that demonstrates compliance with the objective.
- **Possible Site Visitor Evaluation Methods** - identifies additional materials that may be examined and personnel who may be interviewed by the site visitors at the time of the on-site evaluation in determining compliance with the particular objective. Review of supplemental materials and/or interviews is at the discretion of the site visit team.

Regarding each standard, the program must:

- Identify strengths related to each standard
- Identify opportunities for improvement related to each standard
- Describe the program's plan for addressing each opportunity for improvement
- Describe any progress already achieved in addressing each opportunity for improvement
- Provide any additional comments in relation to each standard

The self-study report, as well as the results of the on-site evaluation conducted by the site visit team, will determine the program's compliance with the Standards by the JRCERT Board of Directors.

Please see print or pdf version

https://www.jrcert.org/sites/jrcert2/uploads/documents/2021_Standards/5_13_21_Update/2021_Standards_Radiography_05_18_21.pdf

APPENDIX C

Essex County College Radiography Program

Name:

ID#

Course Name	Letter Grade	Grade Point	Multiplied by	Number of Credits	Number of Points	Plus: Adjustment Factor (.01) for courses completed	Total Points
*BIO 121			X				
BIO 122			X				
*ENG 101			X				
ENG 102/105			X				
PSY 101			X				
*MTH 100			X				
*HSC 109			X				
HST 101			X				
SOC 101			X				
Total							

*Pre-requisites

TOTAL CREDITS _____

POINTS _____

Grade points **A=4 B=3 C=2 D=1 F=0 CLEP OR "P" =0**
B+=3.5 C+=2.5

Credits for CLEP or "P" will be used in the Adjustment Factor column but will not be used in calculating pre-requisite total points.

D's and F's will be used in the calculation of pre-requisite total and will be used in the Adjustment Factors to determine TAS

GPA _____

TEAS

90 – 100 percent 4.0 points
85 – 89 percent 3.5 points
80 – 84 percent 3.0 points
75 – 79 percent 2.5 points
70 – 74 percent 2 points
65 – 69 percent 1.5 points
60 – 64 percent 1 points
50 – 59 percent 0 point

Average Composite Percentage Score _____

TEAS Points _____

TAS _____

APPENDIX D

**Essex County College
Grade Appeal**

1. Student Appeal (Note: prior to filing this form, you must meet with the instructor to discuss the grade.)

Student Name: _____ ID #: _____

Course No./Section: _____ Course Title: _____

Semester: _____ Year: _____ Grade received: _____ Today's Date: _____

Telephone Number where you can be reached during the day: _____

Provide a detailed reason for the appeal. You may wish to attach the course syllabus and/or class work if appropriate. Use additional paper if necessary.

2. Divisional/Departmental action

a. Date received in the division/department: _____

b. Meeting with faculty _____. If the matter was resolved at this level, what was the resolution? _____

c. Date of meeting with Division Chair and Faculty: _____

d. Divisional Grade Appeal Committee meeting date: _____

On or before (circle one): November 1 March 1 June 1

e. Committee decision: _____

Chair Signature: _____ Date: _____

3. If the student wishes to appeal to the Dean, the appeal must be accompanied by a detailed explanation of why the student believes the decision by the Divisional Grade Appeal Committee requires further consideration.

a. Date appeal received in Dean's Office: _____

b. College Wide Grade Appeal Committee meeting date: _____

On or before (circle one): November 15 March 15 June 15

c. Committee recommendation: _____

d. Dean's Letter (date): _____

Essex County College Radiography Program

Alteration in Clinical Performance

COURSE: _____ DATE: _____

*STUDENT: _____

INSTRUCTOR: _____

PROBLEM ASSESSMENT

- _____ Failure of a Laboratory Proficiency Evaluation
- _____ Failure of an Initial Clinical Competency Evaluation
- _____ Failure of a Continual Competency Evaluation
- _____ Failure of a Terminal Competency Evaluation
- _____ Absence/Lateness without notification
- _____ Excessive absence
- _____ Clinical Competencies late
- _____ Lack of adequate preparation for clinical assignment

Other: _____

GOALS

INTERVENTIONS

The student will:

- _____ Be removed from Indirect Supervision in this skill
- _____ Review the radiographic procedure in course text, audiovisual and/or computer software
- _____ Practice designated radiographic procedure in the college laboratory
- _____ Complete and submit competency requirements as per clinical guidelines
- _____ Seek instructor guidelines for completion of clinical requirements
- _____ Review Student Handbook for familiarization with college and course policies
- _____ Notify instructor of subsequent lateness and absence in accordance with policy
- _____ Come prepared for clinical experience
- _____ Demonstrate appropriate communication patterns

Follow-up on the clinical referral:

- _____ Department Counselor
- _____ Radiographic laboratory
- _____ Tutoring
- _____ Requires repeat radiography competency
- _____ Other:

_____ GOAL ACHIEVED _____ GOAL NOT ACHIEVED Reassessed in 30 days _____

*Note: signature denotes that the student has read and received a copy of the Alteration form and does not constitute his/her agreement

Faculty: _____ Student: _____

ESSEX COUNTY COLLEGE RADIOGRAPHY PROGRAM REMEDICATION

Student Name: _____

Radiographic Procedure: _____

Date: _____

Performance Objective Criteria:

- Proper utilization of locks and manipulation of equipment
- Adequate patient preparation for examination
- Select appropriate IR size
- Correctly position patient for radiographic projection
- Direct CR to anatomic part
- Select correct technical factors, collimation, or AEC
- Select proper SID
- Apply proper patient radiation protection
- Mark image appropriately
- Instruct patient in proper breathing instructions for exam

Evaluation Objective

- PASS
- FAIL

Affective Objective

- PASS
- FAIL

Student Signature: _____

Evaluator Signature: _____

Comments:

APPENDIX E

Radiography Laboratory and Clinical fees for 2018-2019

These fees serve to partially defray the costs of additional class hours, special instructions, special equipment, materials, special facilities and/or expendable supplies required in the indicated course:

RTC 100 Radiologic Technology I	\$100
RTC 101 Radiologic Positioning Principles I	\$800
RTC 105 Radiologic Technology II	\$100
RTC 106 Radiologic Positioning Principles II	\$800
RTC 108 Clinical Radiography I	\$50
RTC 109 Radiologic Positioning Principles III	\$800
RTC 111 Clinical Radiography II	\$50
RTC 112 Clinical Radiography III	\$50
RTC 202 Clinical Radiography IV	\$50
RTC 203 Special Procedures	\$800
RTC 205 Clinical Radiography V	\$50
RTC 206 Clinical Radiography VI	\$50
RTC 207 Clinical Radiography VII	\$50
Program Total	\$3750

APPENDIX F

MAGNETIC RESONANCE (MR) ENVIRONMENT SCREENING FORM FOR INDIVIDUALS*



The MR system has a very strong magnetic field that may be hazardous to individuals entering the MR environment or MR system room if they have certain metallic, electronic, magnetic, or mechanical implants, devices, or objects. Therefore, **all** individuals are required to fill out this form **BEFORE** entering the MR environment or MR system room. Be advised, the MR system magnet is **ALWAYS** on.

***NOTE: If you are a patient preparing to undergo an MR examination, you are required to fill out a different form.**

Date ____/____/____ Name ____ Last Name First Name Middle Initial Age ____
month day year
Address _____ Telephone (home) (____) ____ - ____
City _____ Telephone (work) (____) ____ - ____
State _____ Zip Code _____

1. Have you had prior surgery or an operation (e.g., arthroscopy, endoscopy, etc.) of any kind? ☐ No ☐ Yes
If yes, please indicate date and type of surgery: Date ____/____/____ Type of surgery _____
2. Have you had an injury to the eye involving a metallic object (e.g., metallic slivers, foreign body)? ☐ No ☐ Yes
If yes, please describe: _____
3. Have you ever been injured by a metallic object or foreign body (e.g., BB, bullet, shrapnel, etc.)? ☐ No ☐ Yes
If yes, please describe: _____
4. Are you pregnant or suspect that you are pregnant? ☐ No ☐ Yes



WARNING: Certain implants, devices, or objects may be hazardous to you in the MR environment or MR system room. Do not enter the MR environment or MR system room if you have any question or concern regarding an implant, device, or object.

Please indicate if you have any of the following:

- | | | |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Aneurysm clip(s) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Cardiac pacemaker |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Implanted cardioverter defibrillator (ICD) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Electronic implant or device |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Magnetically-activated implant or device |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Neurostimulation system |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Spinal cord stimulator |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Cochlear implant or implanted hearing aid |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Insulin or infusion pump |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Implanted drug infusion device |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Any type of prosthesis or implant |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Artificial or prosthetic limb |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Any metallic fragment or foreign body |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Any external or internal metallic object |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Hearing aid |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Other implant _____ |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Other device _____ |



IMPORTANT INSTRUCTIONS

Remove **all** metallic objects before entering the MR environment or MR system room including hearing aids, beeper, cell phone, keys, eyeglasses, hair pins, barrettes, jewelry (including body piercing jewelry), watch, safety pins, paperclips, money clip, credit cards, bank cards, magnetic strip cards, coins, pens, pocket knife, nail clipper, steel-toed boots/shoes, and tools. Loose metallic objects are especially prohibited in the MR system room and MR environment.

Please consult the MRI Technologist or Radiologist if you have any question or concern **BEFORE** you enter the MR system room.

I attest that the above information is correct to the best of my knowledge. I have read and understand the entire contents of this form and have had the opportunity to ask questions regarding the information on this form.

Signature of Person Completing Form: _____ Date ____/____/____
Signature

Form Information Reviewed By: _____
Print name Signature

☐ MRI Technologist ☐ Radiologist ☐ Other _____

APPENDIX G

CLINICAL COMPETENCY FLOW-SHEET

P = practices [Please note: practices do not apply to the final clinical semester RTC 207 providing the student is confident of exam execution procedure]

Anatomical Area	Mandatory Competency	Elective Competency
Chest and Thorax		
Chest Routine (2 P)	✓	
Chest AP (wheelchair or stretcher) (2 P)	✓	
Chest Lateral Decubitus (2P)		✓
Ribs (2P)	✓	
Sternum (2P)		✓
Upper Airway (soft-tissue neck) (2P)		✓
Sternoclavicular Joints		✓
Upper Extremity		
Thumb or Finger (2P)	✓	
Hand (2P)	✓	
Wrist (2P)	✓	
Forearm (2P)	✓	
Elbow (2P)	✓	
Humerus (2P)	✓	
Shoulder (may include Y view at certain facilities) (2P)	✓	
Trauma: shoulder-scapular Y, transthoracic or axillary (successful initial competency on chosen body part)	✓	
Clavicle (2P)	✓	
Trauma Upper non-shoulder* (successful initial competency on chosen body part)	✓	
Scapula (2P)		✓
AC joints (2P)		✓
*Trauma requires modifications in positioning due to injury with monitoring of the patient's condition.		
Lower Extremity		
Foot (2P)	✓	
Ankle (2P)	✓	
Knee (2P)	✓	
Tibia-fibula (2P)	✓	
Femur (2P)	✓	
Trauma Lower* (successful initial competency on chosen body part)	✓	
Patella (2P)		✓
Calcaneus (os calcis) (2P)		✓
Toe (2P)		✓

*Trauma requires modifications in positioning due to injury with monitoring of the patient's condition.		
Abdomen		
Abdomen Supine (KUB) (2P)	✓	
Abdomen Upright (2P)	✓	
Abdomen Decubitus (2P)		✓
Intravenous Urography (2P)		✓
Fluoroscopy Studies – Students must select one procedure from this section and perform per clinical site protocol.		
Upper GI Series (Single/Double Contrast) (2P)		✓
Barium Enema (Single /Double Contrast) (2P)		✓
Small Bowel Series (2P)		✓
Esophagus (2P) NOT Swallowing Dysfunction Study / Modified Ba Swallow added yellow text per ARRT.		✓
Cystography/Cystourethrography (2P or successful initial competency on a hysterosalpingiogram and 1 P)		✓
ERCP (C-Arm Procedure requiring manipulation 2P no lab)		✓
Myelogram (successful initial competency on C-T-L spine and 1P)		✓
Arthrogram (successful initial competency on joint being evaluated and 1P)		✓
Hysterosalpingiogram (2P or successful initial competency on a cystogram and 1P)		✓
Spine and Pelvis		
Cervical Spine (2P)	✓	
Thoracic Spine (2P)	✓	
Lumbar Spine (2P)	✓	
Horizontal Beam Spine (successful initial competency on chosen body part)	✓	
Pelvis (2P)	✓	
Hip (2P)	✓	
Cross Table Lateral Hip (2P)	✓	
Sacrum and / or Coccyx (2P)		✓
Scoliosis Series (2P)		✓
Sacroiliac Joints (2P)		✓
Head (ARRT) – Candidates must select at least one elective from this section.		
Skull (2P)		✓
Paranasal Sinuses (2P)		✓

Facial Bones (2P)		✓
Orbits (2P)		✓
Nasal Bones (2P)		✓
Mandible (2P)		✓
TMJ (2P)		✓
Mobile C-Arm Studies		
C-Arm Procedure requiring manipulation to obtain more than one projection (2P)	✓	
Surgical C-Arm procedure requiring manipulation around a sterile field (2P)	✓	
Mobile Portable Studies		
Chest (2P)	✓	
Abdomen (successful mobile chest and initial KUB)	✓	
Upper or Lower Extremity (successful mobile chest and initial competency on chosen body part)	✓	
Pediatric Studies (age 6 years and younger) – may be performed in the second thru final clinical semesters		
Chest (2P)	✓	
Abdomen (successful initial competency performed on adult patient)		✓
Upper or Lower Extremity (successful initial competency performed on adult patient)		✓
Mobile study (successful initial competency performed on adult and pediatric patient)		✓
Geriatric Studies (patients age 65 or older who are compromised physically and/or mentally by the aging process) – may be performed in the third thru final clinical semesters		
Chest (successful initial competency performed on adult patient)	✓	
Upper or Lower extremity (successful initial competency performed on adult patient)	✓	
Hip or Spine (successful initial competency performed on adult patient)		✓
Required Continual Competency – completion of 3 exams in RTC 202 and 4 exams in RTC 205. Evaluations must be performed on a progressive level of patient and procedure difficulty.		
Stretcher/wheelchair chest (30 days or more after initial)	✓	
Abdomen decubitus (30 days or more after initial)	✓	
Trauma upper extremity (30 days or more after initial)	✓	

Trauma lower extremity (30 days or more after initial)	✓	
Fluoroscopic contrast study (30 days or more after initial)		
Mobile exam (30 days or more after initial)	✓	
Any geriatric spine study (30 days or more after initial. Initial need not have been performed on a geriatric patient)	✓	
Pediatric exam (30 days or more after initial)	✓	
Required Terminal Competency – may begin within the final 90 days of the program Terminal Exams must be of a highly difficult nature, meaning routine studies on a fully cooperate patient do not quality. Views should require creativity and critical thinking on the part of the student. If sponges, tape, cross-table laterals, etc. are required, that would constitute a case that is more than just routine.		
Any mobile exam (after successful completion of final audit)	✓	
Any pediatric exam (after successful completion of final audit)	✓	
Any upper or lower extremity of a high difficulty level (after successful completion of final audit)	✓	
Any spine study (after successful completion of final audit)	✓	
Last exam is clinical instructor's choice (after successful completion of final audit)	✓	

RADIOGRAPHY CLINICAL OBJECTIVE LAB EVALUATION

Student: _____ Date _____

Examination: _____

0 = Objective not met 1 = objective performed with minor error 2 = Objective correctly met

Part/Cassette Alignment		View 1			View 2		
View 3							
1.	Appropriate cassette size	0	1	2	0	1	2
2.	Orientation to anatomy (alignment and ID)	0	1	2	0	1	2
3.	Properly centered to Image Receptor	0	1	2	0	1	2
Positioning							
4.	Patient positioning	0	1	2	0	1	2
5.	Part immobilization (rotation, OID)	0	1	2	0	1	2
6.	Immobilization (pt. instructions sandbags)	0	1	2	0	1	2
7.	Anatomical markers	0	1	2	0	1	2
Tube/ Part alignment							
8.	Central ray to IR	0	1	2	0	1	2
9.	SID	0	1	2	0	1	2
10.	Collimation, use of lead strips	0	1	2	0	1	2
11.	Central ray to part	0	1	2	0	1	2
12.	Central ray to angulation	0	1	2	0	1	2
Technical Factors							
13.	Patient measurement	0	1	2	0	1	2
14.	Control Panel	0	1	2	0	1	2
Radiation Protection **							
15.	Use of shielding / 2 identifiers	0	1	2	0	1	2
TOTAL							

****Students earning a 0 in Radiation Protection automatically fail the Lab Eval****

Minimum for passing: 27 points per view

POINTS REQUIRED:	POINTS EARNED	PASS: <input type="checkbox"/>	FAIL: <input type="checkbox"/>
------------------	---------------	--------------------------------	--------------------------------

Student signature _____
Date _____

Faculty signature _____

Comments: _____

ESSEX COUNTY COLLEGE RADIOGRAPHY PROGRAM CLINICAL COMPETENCY EXAMINATION

Name: _____ Date: _____ Clinical Facility: _____
Radiographic Procedure: _____ Accession # _____

This evaluation is a:

☐ Simulated Lab ☐ Initial ☐ Continual ☐ Terminal ☐ Remediation

Please select all that apply:

☐ General ☐ Trauma ☐ Mobile ☐ Pediatric 0 – 6 y/o ☐ Pediatric 7 – 16 y/o ☐ Geriatric ☐ CT

Grading Scale:

5 = Exceptional 4.5=Very good 4=Good 3.5=Fair 3 = Acceptable 2 = Needs Improvement
0 =Fail

*Denotes critical criteria. Failure in this area (**grade of 1 or 0**) will terminate the evaluation resulting in remediation

Performance objective: Student will demonstrate the ability to:		
*1.	Confirm patient identity & physician orders through use of appropriate identifiers	
2.	Properly explain procedure to the patient	
3.	Prepare patient and room for exam (gowning, confirm LMP, fasting, sponges ...)	
4.	Properly manipulate tube, locks, table/wall Bucky, collimator...	
5.	Use proper IR type, size, orientation and student's anatomical markers (R & L)	
6.	Properly position patient and central ray for exam including use of immobilization devices when necessary: <i>(Please enter comments here)</i>	
7.	Set exposure technique (AEC, mAs, kVp, SID)	
*8.	Use all reasonable patient protection measures (shielding, collimation, SSD...)	
9.	Provide patient with instructions prior to exposure (breathing, hold still...)	
Evaluative objective: Student radiograph will include the following:		
10.	All required anatomical parts are properly demonstrated	
11.	Presence of scatter and/or artifacts have been controlled	
*12.	Exposure index or sensitivity number is _____ and <input type="checkbox"/> is <input type="checkbox"/> is not within range	
*13.	Proper patient ID and anatomical markers are evident on the image	
14.	Student ability to identify anatomy and critique image	
Affective objective: Student exhibited professional ethics, behavior and communication by:		
15.	Student communicated effectively with the patient	
16.	Student respected patient modesty and was perceptive of patients' needs	
17.	Student demonstrate appropriate problem solving and critical thinking skills	
18.	Demonstrate skill and competence of an entry-level radiographer	
19.	Student was able to initiate, execute, and successfully complete the exam	
20.	Student demonstrated appropriate behavior in providing quality patient care	
MUST be a minimum score of 90		TOTAL

Comments: _____

Evaluator	Date	Student
Date		

Daily Observation Log

Information to be recorded in Trajecsys for all exams



Division of Nursing & Allied Health

Student Name: _____ Clinical Site: _____

	Date	Accession number	Exam/Procedure	A-O-P	Comments
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

A = Assisted O = Observed P = Performed

STUDENT REPEAT RECORD

	Date	Accession number	Image repeated	Reason for repeat/Comments	Technologist observing repeat
1.					
2.					
3.					
4.					
5.					

D – overexposed L – underexposed M – motion E – equipment malfunction P – positioning O – other (explain)

ESSEX COUNTY COLLEGE RADIOGRAPHY PROGRAM RADIOGRAPHIC IMAGE REVIEW

Student Name: _____ Date: _____ Clinical Site: _____ Name of Reviewer: _____

Goals: Students will gain the knowledge required to correctly identify radiographic image identification, radiologic anatomy, patient positioning, and image quality on selected radiographic images. Students will achieve this by successfully:

1. identifying placement of correct anatomical markers on a given image; 2 identifying patient anatomy in relation to positioning (AP, PA, RAO, LPO, lateral, etc.); 3 identifying if the views are true projections; 4 demonstrating and discussing adequate image quality in the areas of collimation, selection of procedure from the look up table (LUT), exposure index / sensitivity number, patient history and pathology present.

Grading: 2 – completely correct 1 – partially correct 0 – incorrect

Procedure: _____ **Total averaged score:** _____ **(14 = 100, 13 = 93, and 12 = 86, 11 = 79) Final Score:** _____

Items to be evaluated Please include score and comments	Radiographic Position _____	Radiographic Position _____	Radiographic Position _____	Radiographic Position _____	Radiographic Position _____
1. Can the student identify proper placement of anatomical markers?					
2. Can the student properly identify pertinent anatomy in the image?					
3. Can the student accurately critique the positioning of the body part?					
4. Can the student identify if the image is properly collimated?					
5. Can the student identify if the correct examination was selected from the LUT?					
6. Is the student able to identify if exposure index/S number is within acceptable range with methods to improve this number?					
7. Is the student able to identify if patient history will effect beam attenuation?					
Total score: must be 11 or better for each column	Total:	Total:	Total:	Total:	Total:

Evaluator Signature: _____

Student Signature: _____

Division of Nursing & Health Sciences

AFFECTIVE DOMAIN

Students Name: _____

Clinical Adjunct Name: _____

Clinical Adjunct Signature: _____

Date: _____

Clinical Site: _____

Student Signature: _____

“Evaluation can only be performed by ECC faculty”

Purpose: The Affective Domain describes learning objectives that are required as a radiographer. It emphasizes professionalism, consistent qualities such as compassion, communication, integrity and ethics. <i>Students receiving fewer than 48 points (75%) must be re-evaluated.</i>		Meets Expectations (4)	Approaching Expectations (3)	Below Expectations (2)
1. Compassion: sympathetic, conscientious of others a. Responds to patient needs b. Reassuring and demonstrating compassion				
2. Communication: expressing ideas effectively and personal rapport a. Interprets & responds to patient's non-verbal needs; attentive to patient's comfort (pillow, etc) b. Documents effectively and accurately through writing skills c. Demonstrates team interaction skills d. Interacts confidently with patients and explains procedures at the patient's level of understanding				
3. Integrity: moral, values, and honesty a. Accepts responsibility for one's own actions b. Maintains the patient's privacy and confidentiality at all times c. Submits and documents original work				
4. Professionalism: conforming to technical and ethical standards of a learned profession a. Adheres to dress code % standards of personal hygiene; is prepared with markers, ID badge, forms b. Reports to clinical assignment on time, conforms to attendance policy; keeps attendance form updated c. Evaluates and reacts professionally in difficult situations d. Performs and acts professionally in the clinical setting				
5. Ethics: relating to accepted professional standards of conduct a. Adheres to the Radiography Technology "Code of Ethics" and the "Patient's Bill of Rights" b. Maintains ethical behavior c. Practices correct radiation protection standards				

“The student may earn a total of 64 points which is equivalent to 25% of clinical grade”

Total score _____

RADIOGRAPHY PROGRAM MONTHLY STUDENT REPORT revised 12/2018

Student Name: _____ Clinical Site: _____ Date: _____

		YES	NO	COMMENTS
1.	Are the student attendance log in and log out practices consistent and within acceptable time frames? _____ clinical hours for this month			
2.	Are all student forms and patient logs up to date? _____ studies participated in and recorded in Trajecsysthis month			
3.	Does the student perform at a competency level comparable to their education level?			
4.	Is the student proactive in completion of required competency evaluations? _____ evaluations performed this month			
5.	Does the student demonstrate a good work ethic?			
6.	Does the student demonstrate proper radiation safety and protection?			
7.	Is the student focused on maintaining a high level of patient care and concern?			
8.	Does this student require remediation in any clinical areas? If “yes”, please add comments and be specific.			

Clinical Instructor Signature _____

Student Signature _____

ESSEX COUNTY COLLEGE
RADIOGRAPHY PROGRAM
Monthly Attendance

Student: _____ Month: _____ Site: _____

Comments:

Absences: _____

Date	In	Out	Hours	Initials		Date	In	Out	Hours	Initials
1						17				
2						18				
3						19				
4						20				
5						21				
6						22				
7						23				
8						24				
9						25				
10						26				
11						27				
12						28				
13						29				
14						30				
15						31				
16							Total	Hours:		

Lateness: _____

Make-up time: _____

Student Signature

Evaluator Signature

ESSEX COUNTY COLLEGE RADIOGRAPHY PROGRAM
CLINICAL GRADE WORKSHEET

Name: _____ Clinical Site: _____ CI: _____ Date: _____

50% CLINICAL COMPETENCY

Score:

Description/MR#	Date	Initial	Continual	Terminal	Score	Evaluator
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						

25% FILM CRITIQUE

Score:

Description	Date	Score
1.		
2.		
3.		
4.		
5.		
6.		

25 % AFFECTIVE DOMAIN	Score	Days late	Days absent
1.			
2.			
3.			
4.			
DEDUCTIONS			

REASON (lateness, absence, Comp failure, etc.)	Points Deducted
1.	
2.	
3.	

RADIOGRAPHY PROGRAM

Lunch Schedule

CLINICAL SITE _____ SEMESTER / TERM _____

CI _____

[illegible]

RADIOGRAPHY PROGRAM ROOM ASSIGNMENTS

CLINICAL SITE _____ SEMESTER / TERM _____

CI_____

[illegible]

RADIOGRAPHY PROGRAM EVALUATION OF CLINICAL ADJUNCT FACULTY

Instructor Name: _____

Course Number / Semester: _____

Clinical Sites: _____

Evaluation performed by: _____

Signature	Date			
Expectations of instructor performance	Always	Most of the time	Sometimes	Never
Instructor prepares and submits student evaluations on a timely basis. Example: Monthly reports, midterm warnings, Affective Domain reports, final grades, competency evaluations ----- Reports submitted on time will result in grade of 'always'				
Instructor prepares student alteration and remediation documentation as necessary ----- If no remediation or alterations are required this will be scored as 'always'				
Instructor reviews student work and provides suggestion or guidance as needed. Example: Confirms student timely documentation of patient logs and repeats under direct supervision Confirms student conformance to attendance documentation and student compliance to sign-in book expectations ----- Evaluator will review student logs and response will be determined by findings				
Instructor communicates with Clinical Coordinator Example: Instructor arrival/departure at clinical site Instructor location Student absence for the day Clinical concerns or issues				
Evaluator Comments:				
Instructor Comments:				

ESSEX COUNTY COLLEGE RADIOGRAPHY PROGRAM
ORIENTATION FOR NEW CLINICAL PRECEPTORS

Clinical Preceptor _____

Date _____

OBJECTIVE: To provide a consistent clinical educational experience for the radiography student by offering a uniform orientation process to program clinical instructors.

The Clinical Coordinator will review the following information with the Clinical Preceptor:

_____ JRCERT Standards of a Radiography Program – handbook appendix B

_____ State of NJ Competency Based Clinical Education Standard – handbook appendix A

_____ Program Handbook / Policies

_____ Attendance forms

_____ Clinical room assignments

_____ Clinical competency forms: _____ Initial _____ Continual _____ Terminal

_____ Affective Domain

_____ Image Review

_____ Student Observation Report

_____ Need for Incident Report / Alteration

_____ Accidental radiation exposure

_____ Occurrence report

_____ Misbehavior of a student

_____ Student praise / accommodation

_____ Remediation Procedure

_____ CertifiedBackground.com instructions

_____ Drug test (10-panel)

_____ Background check

_____ Radiation dosimeter (Name and DOB)

_____ List of ARRT competencies

_____ Copy of NJ license and ARRT

I have received a copy of the Essex County College Student Handbook and have reviewed program policies and expectations with the Program Clinical Coordinator.

Clinical Preceptor

Date

Clinical Coordinator

Date