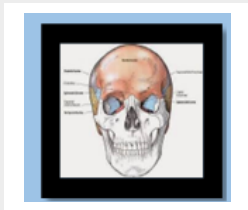


Radiography

Program Handbook

2024–2025



Cumberland Campus
Division of Nursing and Health Professions
3322 College Drive, Vineland, NJ 08360

RCSJ.edu

**Rowan College of South Jersey is an Equal Opportunity College
(Ref: RCSJ.edu)**

The Board of Trustees is committed to providing an educational and workplace environment free from unlawful harassment and discrimination. All forms of employment and educational discrimination and harassment based upon race, creed, color, national origin, age, ancestry, nationality, marital or domestic partner or civil union status, sex, pregnancy, gender identity or expression, disability, liability for military service, affectional or sexual orientation, atypical cellular or blood trait, genetic information (including refusal to submit genetic testing) are prohibited and will not be tolerated. For questions concerning discrimination contact Almarie J. Jones, Executive Director, Diversity and Equity Affirmative Action/Title IX Officer at 856-415-2154 or ajones@rcsj.edu. For questions concerning disability issues, contact Carol Weinhardt, Director, Department of Special Services at 856-415-2247 or cweinhar@rcsj.edu. Retrieved from <https://www.rcsj.edu/collegeoverview/diversity/Non-Discrimination-Statement>

Disclaimer: The content of the handbook may be amended at any time at the discretion of the College Administration. Students currently enrolled in the Radiography Program will be informed of policy updates via any or all of the following: course announcements, e-mails, text messages, or course syllabi.

The Radiography Program Handbook was revised in July 2024.

Welcome to Your New Career

The faculty of the RCSJ Radiography Program welcomes you as a student radiographer. We hope you find this a warm, friendly environment to learn.

You are entering the field of Radiography. This will be a new world for you as it will be your first encounter with the behind-the-scenes operation of various imaging healthcare sites.

As a student radiographer, you will be part of a medical team working in a branch of medicine called Diagnostic Imaging or Radiology. You will assist physicians known as Radiologists who specialize in the use of X-rays and other imaging methods to diagnose and treat various injuries and diseases. You will play a vital role in a science dedicated to saving lives and alleviating human suffering.

The education of radiographers is different from the education provided in other academic settings. Part of your education will be in the classroom and the other will be a practical clinical experience. During the next two years, you will be closely observed in the classroom and in the clinical agency. You will be working closely with staff radiographers, physicians, and healthcare staff. Upon the successful completion of your education, you will be qualified to work in a hospital, diagnostic imaging center, physician's office, and with mobile imaging companies.

This handbook will help you become acquainted with the RCSJ Radiography Program. As a student, there will be many expectations. You will have new responsibilities and will be required to meet professional standards.

In order to offer efficient and professional service to our patients, regulations within the clinical agencies are necessary. These will be reviewed for you in this handbook, the college handbook, and the college catalog. All student radiographers are subject to the basic rules and regulations of the hospital, imaging department, and the school program.

Sincerely,

Joy MacMahan, M.Ed R.T.(R)
Program Director, Radiography

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The Rowan College of South Jersey (RCSJ) Radiography Program has dual education responsibilities and requirements for successful completion. This is a supplemental student handbook for policies and procedures specific to the Radiography Program.

Refer to the program website rcsj.edu/nursing/radiography-aas-cumberland for additional information.

Due to the unique academic-clinical requirements of the Program, students are responsible for all Policies and procedures contained in the:

- RCSJ College Catalog
- RCSJ Student Handbook
- RCSJ Radiography Program Handbook
- Policies and Procedures of the assigned Clinical Agency

Program Accreditation

The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and the Department of Environmental Protection Bureau of Radiation Protection for the State of New Jersey (NJDEP). RCSJ adheres to the Standards for an Accredited Educational Program for the Radiographer, updated most currently for 2021. A copy of the Standards is available for review on the program's website. A student who wishes to file a complaint may do so through the [JRCERT Student Allegations](#) website. Before submitting allegations, the student must first attempt to resolve the complaint directly with program/institution officials by following the due process or grievance procedures provided by the program/institution.

The safety of patients and students is of primary importance. You must be physically and mentally able to complete the Essential Functions which are listed below. Please review these criteria carefully. If you have a documented disability and wish to discuss reasonable accommodations, please contact the Program Director before the program starts.

Due to the clinical agency's policies, students must submit background checks and urine drug screening prior to the assignment of clinical sites. Students may be subjected to random drug testing, as deemed necessary by the clinical site, at any time while enrolled in the program.

Background checks and medical forms will be shared with the clinical affiliate as requested.

Essential Functions

While in the clinical agency, the student radiographer must be able to:

1. Have sufficient strength, motor coordination, and manual dexterity to be able to:
 - a. Transport, move, lift, or transfer patients from a wheelchair/stretchers to an x-ray table or to a patient bed.
 - b. Move, adjust, and manipulate a variety of radiographic equipment (including the physical transportation of portable x-ray machines) in order to arrange the equipment and align it properly with respect to the patient and the image receptor according to established procedures and standards of speed and accuracy.
 - c. Physically place patients in the proper positions for the examination according to established procedures and standards of speed and accuracy.

2. Be capable of:
 - a. Communicating verbally in an effective manner to explain and direct patients as it relates to their examination.
 - b. Handling stressful situations related to technical and procedural standards and patient care situations.
 - c. Providing physical and emotional support to the patient during radiographic procedures and be able to respond with speed to situations requiring basic first aid and emergency care.
3. Have the mental or intellectual capacity to:
 - a. Calculate and select the proper technical exposure factors according to the individual needs of the patient and the requirements of the procedure with speed and accuracy.
 - b. View and evaluate the recorded images or radiographs for the purposes of identifying proper patient position, accurate procedural sequencing, proper radiographic exposure, and other pertinent technical qualities.
 - c. Properly use computer systems and other technology within the radiography department.
4. Must possess the sensory factors necessary to provide optimal patient care. These senses include hearing (with or without aids), vision (with or without aids) including color and depth perception, clarity of speech, and tactile sensory perception.

If you feel you cannot achieve any of these goals, please notify the Clinical Education Coordinator and/or Program Director before the first day of school.

Mission of the College

Rowan College South Jersey (RCSJ) is a student success-oriented, accessible and affordable learning center dedicated to enhancing its community's economic development and quality of life by striving for academic excellence in offering innovative programs and services to a diverse community of learners in a safe and caring environment. (*Effective July 1, 2019*)

Core Values of the College

Rowan College of South Jersey respects the diversity of its student body and recognizes the worth and potential of each student. Therefore, the College affirms the following values and beliefs:

- **Commitment to Students**
Belief in the priority of providing the highest levels of learning, resources and support services to enhance the intellectual and personal growth and development of RCSJ students.
- **Commitment to Excellence in Education**
Belief in providing educational programs and student support services that combine academic rigor, up-to-date information, incorporation of the most effective strategies and close assessment of learning outcomes to achieve excellence in learning.
- **Contribution to Community**
Recognition of the importance of enhancing the economic vitality and quality of life for all citizens of the community.
- **Commitment to Access and Diversity**

Belief that the College will actively seek to create the highest levels of access to programs and services for all students who may benefit and that the College's employees and students represent the diversity of the community.

- **Commitment to Faculty and Staff**

Recognition of the importance and contribution of all individuals who collectively create a positive learning environment. All members of the College community should have the opportunity to enhance their potential for purposeful, gratifying, and productive lives.

- **Quality Campus Environment**

Recognition of the importance of providing a work and learning environment that is characterized by integrity, clear communications, open exchange of ideas, involvement in decision making, and respect for all individuals.

Mission of the Radiography Program

To empower aspiring radiographers with comprehensive theoretical knowledge and hands-on skills, fostering a commitment to excellence in patient care, diagnostic imaging, and technological advancements, while instilling a strong sense of ethical responsibility and professional integrity.

Goals of the Radiography Program

1. Students will demonstrate clinical competence.

Student Learning Outcomes:

- 1.1 Students will demonstrate effective patient care.
- 1.2 Students will correctly position patients for a variety of exams.

2. Students will display effective communication skills.

Student Learning Outcomes:

- 2.1 Students will communicate effectively in the didactic setting.
- 2.2 Students will communicate effectively in the clinical education sites.

3. Students will develop critical thinking skills.

Student Learning Outcomes:

- 3.1 Students will adapt standard procedures for non-routine patients.
- 3.2 Students will critique images for diagnostic quality.

Department of Special Services

The Department of Special Services is committed to providing support services and ensuring equal access to eligible students with documented conditions/disabilities as outlined by the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act with Amendments Act (ADAAA).

Cumberland Campus Location and Contact

Location: Center for Academic & Student Success (CASS)

Primary Contact: Meredith Vicente, Senior Director, (email) mvicent1@rcsj.edu; or (phone) 856-200-4688.

RCSJ Radiography Program Policies

Inclement Weather Policy

In the event of weather-related emergencies, announcements about the status of Rowan College South Jersey closings will be incorporated into the college's outgoing voicemail message and on the college website <http://www.rcsj.edu>. Each student should be sure to update their personal contact information in the RCSJ [Emergency Alert System](#).

The college website, voice mail message, or Emergency Notification Alerts are the only official college closing announcements.

Holidays and Breaks

Students will observe the RCSJ academic calendar for holidays and breaks. The academic calendar can be found on the RCSJ website.

Energized Radiography Laboratory

Purpose:

To ensure the safe and effective use of the energized lab within the radiography program, prioritizing student safety, adherence to radiation protection standards, and compliance with program rules and regulations.

Policy: The use of the energized lab will be restricted to the following:

1. Students must be accompanied by a Radiography program faculty member when using the energized lab. No student is permitted to use the live lab independently.
2. All exposures must be taken under direct supervision of a registered technologist.
3. No student shall take an exposure on any other student or themselves.
4. Dosimeters must be worn by all students while engaging in the energized lab.
5. Students must adhere to all program rules and regulations while in the energized lab.
 - This includes proper equipment use, maintaining a clean and orderly work environment, and appropriately using personal protective equipment (PPE) as needed.

Enforcement:

Failure to adhere to this policy may result in disciplinary action, up to and including removal from the radiography program. Any incidents or safety concerns must be reported immediately to a radiography faculty member.

Student Behavior and Academic Grievance Policy

Students have the right to appeal for the final grade of any course. The steps to the appeals process are found in the [RCSJ Student Handbook](#).

Health Policy

Students accepted to the Radiography Program must be in good health as evidenced by the completed health packet.

Students are required to maintain health insurance and are responsible for their own healthcare expenses. If there is a delay in obtaining your insurance card, verification that an application was submitted, including the student's name, address, application number, and effective date will serve as proof until your card is received. In the instance where the student is covered under a parental policy, the student will be required to sign an affidavit of coverage. To obtain insurance through New Jersey's Official Health Insurance Marketplace, access <https://nj.gov/getcoverednj/>.

Students injured or developing medical problems during the semester should advise the Clinical Education Coordinator if the condition will affect the student's clinical performance. Healthcare programs such as Radiography do not allow for "light duty". The student must be able to perform all tasks normally required for completion of patient exams. A healthcare provider's note will be required before a student can return to clinical duties for conditions such as, but not limited to, contagious diseases, surgery, extremity or spinal injuries, or any absence of three or more consecutive days. **No students are permitted in the clinical setting with splints, braces, or any other supportive devices.**

Students returning to the program after illness or injury must submit the healthcare provider's note stating the student is cleared for clinical with no restrictions and a return date.

The following health policies are in effect for students while attending Clinical:

Communicable Disease Policy

As healthcare professionals, one of the primary concerns is to prevent the spread of disease among patients, staff, and students; therefore, the following policy will be implemented:

Any student of the radiography program who comes in contact with a person who has a communicable disease or who has the communicable disease themselves is to immediately report the situation to the Clinical Education Coordinator.

Radiation Monitoring

Radiation monitoring is required. Students enrolled in the Radiography Program of RCSJ will adhere to the following procedures:

- Radiation monitors are worn at collar level and outside of a lead apron while assigned to a radiation area of the clinical agency.
- Radiation monitors are not to be worn out of the hospital.
- **Students will not be permitted in the radiographic areas without a monitoring device.** Replacement monitors are obtained from the Clinical Education Coordinator or Lab Assistant. If a replacement monitor is needed, it is at the student's expense (\$54) and can take up to 5 days to receive a new dosimeter. Any missed clinical time must be made up.
- Students are required to review, initial, and date their reading quarterly.
- Any readings over 30 mrem will be documented in a Radiation Report and placed in the student's file. The possible cause of the reading will be investigated and reviewed with the student. The student will be counseled regarding radiation safety procedures as indicated.

- It is each student's responsibility to exchange the radiation monitor promptly each quarter.
- Students must immediately report all unusual incidences concerning the radiation badge to the Clinical Education Coordinator.
- In accordance with the National Council on Radiation Protection Report #48, "No person shall be employed specifically to hold patients, nor shall members of the Radiology Department who are classified as radiation workers, be asked to do so".
- **Students are strictly forbidden to hold patients or imaging receptors during any radiographic procedures.**
- The radiation-monitoring badge provided by the college should NOT be worn when a student has radiographic procedures performed on self for diagnostic or therapeutic purposes, nor when working as a paid employee of an imaging department.

MRI Safety

During the first week of class, in the first semester, the program will provide students with information on MRI safety protocols as they pertain to working in the clinical environment. Students are expected/required to complete an MRI screening form that specifies the possible risk to the individual if they should enter an MRI environment. The completed screening form will be placed in the student's file in the program director's office. This form will be made available to the clinical education agencies upon request.

Pregnancy Policy

The following policy procedure is in compliance with the U.S. Nuclear Regulatory Commission Regulatory Guide 8.13, rev. 3 [Instruction Concerning Prenatal Radiation Exposure](#). The scientific community generally assumes that any exposure to ionizing radiation may cause undesirable biological effects and that the likelihood of these effects increases as the dose increases. The NRC has reviewed the available scientific literature and has concluded that the 0.5 rem (5mSv) limit specified in 10 CFR 20.1208 provides an adequate margin of protection for the embryo/fetus.

Should a student confirm pregnancy, they have the option to:

- Maintain the privacy of pregnancy and not declare or inform anyone of the pregnancy.
- Should the student decide to not declare the pregnancy, no additional counseling or monitoring will take place. Any student who chooses to either not declare or undeclare pregnancy agrees to assume total responsibility for any problems that arise.
- Declare and inform the Program Director of pregnancy. Each semester, a healthcare provider's note stating "no clinical restrictions" will be required.
- Students may withdraw a declaration of pregnancy at any time throughout their pregnancy by submitting a written request to the Program Director, ensuring a confidential and supportive process.

It is strongly suggested and strictly voluntary that the student declare the pregnancy to take advantage of the lower exposure limit, dose monitoring provisions, and counseling. The form, that must be signed, to

declare pregnancy, is available through the Radiography Program Director or Clinical Education Coordinator.

Once a pregnancy is declared, they will be provided and required to wear an additional dosimeter, badge worn at the waist level to enable calculation of the fetal radiation dose. A wrap-around lead apron should be worn when a protective apron is required.

Although it is both the procedure and practice of this program to offer the utmost in radiation protection to the student, the College or Clinical Agency will not assume liability of the mother or child in case of pregnancy.

Information regarding federal guidelines for prenatal radiation exposure may be found at www.nrc.gov.

N.J. Department of Environmental Protection's Student Pregnancy Policy

1. No pregnant student should receive a radiation dose of more than 0.5 REM during the nine-month gestation period.
2. ALL students shall wear whole-body radiation dosimeters when in the vicinity of radiation-producing machines. This practice must be particularly enforced with respect to pregnant students.
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 States 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 is reasonably achievable. The Radiologic Technology Board of Examiners recommends a total dose equivalent limit (excluding medical exposure) of 5 mSv (0.5 rem) for the embryo-fetus. Once a pregnancy has been declared, exposure of the embryo-fetus shall be no greater than 0.5 mSv (0.05 rem) in any month (excluding medical exposure).
5. The Clinical Education Coordinator will review student radiation exposure reports quarterly to assure compliance with the above dose limit.

Lactation Room Accommodations

The Lactation Room is a private space available to those who need it during normal College operating hours. Expressed milk storage is the responsibility of the user.

Two rooms are available for use on the Cumberland campus:

- Catherine J. Arpino Education & Humanities Center, across from A26
- Arts & Innovation Center – Faculty Lounge

Students and employees can gain access to the space by visiting one of the following campus departments to sign a waiver and obtain the key:

- Student Counseling & Wellness, Catherine J. Arpino Education & Humanities Center

- Contact Ruby Aparicio-Pagan, 856-200-4759, raparici@rcsj.edu
- Diversity & Equity, Catherine J. Arpino Education & Humanities Center
 - Contact Nathaniel Aldridge, 856-200-4712, naldridge@rcsj.edu
- Human Resources, Administration Building
 - Contact Jennifer Polof, 856-415-2271, jpolof@rcsj.edu or Lauren Vilimas, 856-200-4564, lvilimas@rcsj.edu
- Security 856-200-4777 or on campus call 4777

(Administrative Procedure, 7105, accessed 7/26/2022)

Kettering National Seminar

During spring semester VI, students must participate in the Kettering seminar that the program faculty schedules. The seminar consists of a two-day review. All theoretical concepts of the two-year program will be discussed to aid in clarification and review for the ARRT board exam. Note: the seminar may be held at a remote location to be determined.

Program Faculty

Program Director
Clinical Education Coordinator
Lab Assistant

Joy MacMahan, M.Ed., R.T (R)
Natasha Cordero, B.S., R.T (R)
Katrina Thompson, B.A., R.T (R)

Clinical Preceptors

AtlantiCare, City Campus

Antrania Loatman, A.A.S, R.T. (R)
Andrew Mercado, A.A.S, R.T. (R)
Jodi Biglan, A.A.S R.T.(R)
Khristy Carney, R.T. (R)
Heather Hyland, A.A.S, R.T. (R)

Jefferson– Washington Twp.

Danielle Yates, A.A.S, R.T. (R)
Jana Smith, A.A.S, R.T. (R)
Garry Robles, R.T. (R)
Marilyn Vitullo, R.T. (R)
Sharon Shelton, A.A.S., R.T. (R)

Inspira Vineland

Omaira Bernard, A.A.S, R.T. (R)
Sherry D’Orio, A.A.S., R.T. (R)(CT)
Tara Richmond, A.A.S., R.T.(R) (M)

Inspira Elmer

Robert Scola, R.T. (R)
Miles Ashmore, R.T. (R)
Tara Richmond, R.T. (R)

Cape Regional Medical Center

Marcella Profit, R.T.(R)
Kim Jones, A.A.S, R.T. (R)
Heidi Howell, A.A.S, R.T. (R)
Kiersten McDonal, R.T. (R)
Christopher Iannacone, R.T. (R)

AMI at Inspira Vineland (Chestnut Ave.)

Mary Hill, R.T. (R) (M)
Karen Perla, R.T. (R) (M) (Manager)

AMI at Inspira - Delsea

Chris Hermens R.T. (R)

AtlantiCare, Mainland Campus

William Cressman, B.S, R.T. (R)
Joseph Cranmer, A.A.S., R.T. (R)
Nicole Cullen, A.A.S., R.T. (R)

Jefferson– Stratford

Brian Adams R.T. (R)
Amanda Galloway, R.T. (R)

Jefferson– Cherry Hill

Maureen Linstrom, R.T. (R)
Amanda Galloway, R.T. (R)
Kelly Ann Emery, A.A.S, R.T.
Jade Spicer, A.A.S., R.T. (R)
Christina D’Ambria R.T. (R)
Courtney Palka R.T. (R)

Inspira Mullica Hill

Janet Montero, A.A.S, R.T.(R)

Jefferson Outpatient Center - Sewell

Jennifer Jerecki, R.T., (R)

Arthritis & Rheumatology Assoc. of SJ

Tim Lieske, A.A.S., R.T. (R)

Atlantic Medical Imaging – EHT

Patricia Smith, R.T. (R) (M)
Erik Wessner, R.T. (R)

AMI at Inspira – Mullica Hill

Briana Brown R.T.(R)

Rowan College of South Jersey
Associate in Applied Science (A.A.S.) in Radiography
Transfer Program Requirements

Suggested Four Semester Sequence of Courses

This program combines courses in general education and radiography with supervised clinical experience in area hospitals and diagnostic imaging centers. Graduates are eligible to apply to take the American Registry of Radiologic Technologies Examination in Radiography and become nationally certified and also licensed by the State of New Jersey. The program is approved by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and the Department of Environmental Protection/Bureau of Radiation Protection for the State of New Jersey (NJDEP). Students who have completed the program will be able to:

- Goal 1: Students will demonstrate clinical competence.
 - SLO 1.1 Students will demonstrate effective patient care.
 - SLO 1.2 Students will correctly position patients for a variety of exams.
- Goal 2: Students will display effective communication skills.
 - SLO 2.1 Students will communicate effectively in the didactic setting.
 - SLO 2.2 Students will communicate effectively in the clinical education sites.
- Goal 3: Students will develop critical thinking skills.
 - SLO 3.1 Students will adapt standard procedures for non-routine patients.
 - SLO 3.2 Students will critique images for diagnostic quality.

First Year, Fall Semester		Credits
___BI 106	Anatomy & Physiology	4
___EN 101	English Composition I	3
___RT 101	Introduction to Radiography Science	3
___RT 102	Radiographic Procedures I	3
___RT 103	Clinical Practicum & Image Evaluation I	2
___RT 104	Radiographic Exposure I	2
		17
Spring Semester		
___BI 107	Anatomy & Physiology II	4
___CS 101 OR	Introduction to Microcomputers OR	
___	Computer Science Elective	3
___RT 106	Radiographic Exposure II	2
___RT 107	Radiographic Procedures II	3
___RT 110	Clinical Practicum & Image Evaluation II	2
___RT 121	Radiation Protection & Biology	3
		17
Summer Semester		
___RT 111	Clinical Practicum & Image Evaluation III	2
___RT 200	Clinical Practicum & Image Evaluation IV	2
Second Year, Fall Semester		
___EN 102 OR	English Composition II OR	
___EN 103	Technical Writing	3
___PY 101	General Psychology	3
___RT 201	Radiographic Procedures III	3
___RT 202	Clinical Practicum & Image Evaluation V	3
___RT 220	Equipment Operation & Maintenance I	2
	General Education Humanities Elective	3
		17
Spring Semester		
___RT 205	Radiographic Procedures IV	3
___RT 206	Clinical Practicum & Image Evaluation VI	3
___RT 221	Equipment Operation & Maintenance II	2
___SO 201	Introduction to Sociology	3
___	General Education Mathematics Elective (excluding MA 109 & MA 115)	3/4
		14/15
Total Minimum Credits:		69

Academic Integrity

Refer to the Rowan College of South Jersey Board of Trustees Policy Manual, [8001](#). RCSJ expects unwavering integrity from students in any academic work.

Student Attendance

Attendance at all classes is vital to successful achievement in the Radiography Program.

The curriculum is planned to enable the student to integrate radiography concepts and principles with patient care in a progressive manner. Students learn more effectively in an environment of mutual acceptance, intellectual inquiry, and self-involvement in their education. It is the responsibility of the faculty to provide opportunities for learning and it is the responsibility of the student to actively participate in the learning process. Students are expected to be present and prompt for all scheduled classes.

If a student cannot attend class, an email must be sent to the instructor and the program director must be copied before class starts. Course outlines will contain the course attendance policy. Students are expected to attend class regularly and are accountable for all work missed due to class absence.

In the event of an absence on a test date, the makeup test will be available until the date of the next scheduled class. Instructor approval must be secured with documentation for extenuating circumstances. Make-up exams are modified at the discretion of the instructor.

A 10% reduction in the exam grade will be applied to the first exam missed. Any additional missed exam will result in a grade of zero.

Progression and Non-Progression of Students

Due to the unique requirements of academic and clinical education of the Radiography Program, the Academic Standards and Satisfactory Academic Progress policies of the Radiography Program differ from those found in the College Catalog. Those policies that vary from the College Catalog are indicated below.

Grading

Each semester of classes is designed to build upon the knowledge gained the previous semester. Clinical grades are derived from the grades achieved in image evaluation, performance evaluations, and competencies at the clinical agency. The grading system for all radiography courses presented in the classroom portion of the Radiography Program has been aligned with the standards of the JRCERT Standards, such that a minimum passing grade is (75) seventy-five. Each course outline will provide the grading system.

A student may achieve a grade of "I" or incomplete grade in the event the course cannot be completed as noted in the course syllabus. In the event of an "I" grade, the student will work directly with the Program Director or Clinical Education Coordinator to complete the course. The student will sign a contract noting the coursework should be completed before the next scheduled course begins per the RCSJ Student Handbook (p.82).

Student progression and non-progression in the Radiography Program is as follows:

Progression

1. Students must earn a minimum "C" grade in all Radiography (RT) courses to progress to the next semester.

2. Students are required to earn a minimum grade of "C" in all Anatomy & Physiology (A & P) courses to progress to the next semester.
3. Students must maintain a GPA of 2.0 to progress in the Radiography Program.
4. Students must achieve at least a minimum grade of 90 in all laboratory simulations.

Non-Progression

1. Students earning less than a "C" in Radiography, or A & P courses are unable to progress to the next semester until the course is repeated and the grade received is a minimum of "C."
2. Students will not be allowed to repeat more than one Radiography course during the entire educational process.
3. Once a student has obtained a GPA of less than 2.0 and/or two grades less than "C" in Radiography or A& P courses they will be dismissed from the Program, with no readmittance.
4. The Radiography Program must be completed within 3 years of the first RT course.
5. The RCSJ Radiography Program and/or assigned clinical agency has the right to dismiss a student due to unprofessionalism or unethical conduct.

Program Readmission

Students wishing to re-enter the Radiography Program must do so within one year to complete the program within the required three years.

To be eligible for re-entry, the student must email the Program Director by the following deadlines to be considered for re-entry.

- Fall re-entry – emails due no later than May 30th
- Spring re-entry – emails due no later than September 30th
- Summer re-entry – emails due no later than January 30th

When re-entering, a repeat Criminal History Background Check is required. If a student is denied clinical placement by any clinical agency due to the CHBC, the student will be dismissed from the Radiography Program.

Students must take and successfully complete RT 100 before re-entry into the program. During RT 100, the student will demonstrate continual competency on each initial competency achieved prior to the step-out.

Before Withdrawing from a Course

If a student is considering withdrawing from a course, they should seek guidance from the Program Director or Clinical Education Coordinator. If the decision is made to withdraw from the course, the student will be referred to an advisor. If a student does not complete the proper paperwork with an advisor, the student will receive an "F" grade for the course(s). Dosimeter badges and or clinical ID badges must be returned. If they are not returned within one week of withdraw, a hold will be placed on the student's account.

Professional Societies

American Registry of Radiologic Technologic Technologists (ARRT)

The American Registry of Radiologic Technologists was first organized in 1922. The main function of the Registry is to administer examinations for persons who have graduated from approved schools. To be certified as a registered Radiologic Technologist (R.T.) it is necessary to take an examination given by the Registry.

ARRT Mission Statement

The American Registry of Radiologic Technologists promotes high standards of patient care by recognizing qualified individuals in medical imaging, interventional procedures, and radiation therapy.

Registry Examination

At the completion of the Radiography Program, the graduate is eligible to apply for the American Registry Examination in Radiography.

General Qualifications

Candidates must comply with the "Rules of Ethics" contained in the [ARRT Standard of Ethics](#). This includes, but is not limited to, compliance with State and Federal laws. A conviction of, or a plea of guilty to, or a plea of nolo contendere to a criminal charge must be investigated by the ARRT in order to determine eligibility to sit for the exam.

Candidates can avoid delay by requesting a pre-application review of the violation before or during training, rather than waiting until completing the program. The pre-application form is downloadable from the "Ethics" section of the ARRT website, or you may request a copy by phone.

Educational Requirements

The [ARRT Rules and Regulations](#) require that candidates must have successfully completed a program of formal education, which is accredited by a mechanism acceptable to the ARRT. Applicants for registration as radiographers, nuclear medicine technologists, or radiation therapists must have successfully completed an accredited program in radiography, nuclear medicine technology or radiation therapy technology, respectively. Application for examination must be made within three years of graduation.

Upon successful completion of the Registry Examination, the graduate is a qualified radiographer, using the initials RT(R), Registered Technologist in Radiography.

The American Registry of Radiologic Technologists

**1255 Northland Drive
St. Paul, MN 55120-1155**

www.arrt.org

(651) 687-0048

New Jersey State Licensure Requirements

The State of New Jersey requires licensures for all operators of medical x-ray equipment.

1. License is a requirement for all technologists to work in the State of New Jersey.
2. License may be obtained through: State of New Jersey, Department of Environmental Protection (NJDEP).
3. Holders of ARRT Certification must also possess a current New Jersey License.

4. Once a student passes the ARRT examination, the student must submit the following items to the address below:

- Application
- Application Fee
- Letter of Program Completion
- A copy of current ARRT card, score report, or print out of the ARRT's website verifying certification.

At that time, a permanent New Jersey License will be issued.

**NJ Department of Environmental Protection
Bureau of X-Ray Compliance
PO Box 420
Trenton, NJ 08625- 0420
<http://www.nj.gov/dep/rpp/tec/podiltd.htm>**

Rowan College radiography students are encouraged to become members of the following societies.

[The New Jersey Society of Radiologic Technologists \(NJSRT\)](#)

The NJSRT is the state representative of the ASRT. The membership is comprised of radiographers throughout the state. The New Jersey Society assists the ASRT by providing two-way communication regarding local operations and issues of concern. They also provide educational opportunities, information on the job market and student seminars.

[The American Society of Radiologic Technologists \(ASRT\)](#)

The American Society of Radiologic Technologists functions as the principal governing agent in the representation and welfare of the Radiologic Technologist. ASRT is constantly developing and coordinating rules, regulations, and bylaws upgrading the quality and availability of education for the technologist and regulating radiation safety principles. ASRT unites all technologists through its constant efforts.

Radiologic Technologists are held to the Code of Ethics set forth by the ARRT. This code serves as a guide for the ethical conduct of Radiologic Technologists.

The ASRT instituted a mandatory Continuing Education Unit (CEU) program for technologists. The CEU program's purpose is to provide a means whereby a technologist's participation in seminars, conferences, demonstrations, lectures, publishing, etc., would be documented and recognized by the Society. Students are not held to CEU requirements, but as a Registered Radiologic Technologist, it is important to become aware of this program's requirements.

To contact the ASRT the address and website are as follows:

**American Society of Radiologic Technologists
15000 Central Avenue, S.E.
Albuquerque, New México 87123
<http://www.asrt.org>
800-444-2778**

Philosophy of Clinical Education

It is the philosophy of the program to provide the student with optimal clinical experience. The faculty and staff believe each student should receive the highest standard of education supported by an environment that is both stimulating and conducive to the learning process. The radiographer's role has grown in complexity with the development of more sophisticated procedures and equipment in radiology. The individual student will acquire knowledge of a wide variety of general diagnostic radiologic procedures and be introduced to advanced modalities, such as Interventional Procedures, Computed Tomography (CT), Diagnostic Medical Sonography (Ultrasound), Magnetic Resonance Imaging (MRI), and Nuclear Medicine. In addition, the student will become cognizant of providing optimal radiological services with the least possible radiation exposure.

The faculty and staff are committed to instructing and guiding the student to progress in the clinical setting from the passive role of the observer to active participation, and ultimately, to perform studies with proficiency. During the program, the student's performance will be evaluated routinely by certified radiographers, Clinical Preceptors, the Lab Assistant, and the Clinical Education Coordinator to correct deficiencies and provide the student with feedback to increase technical and professional competency.

Clinical Experiences

Clinical experiences allow students to put into practice with human beings what has been learned in class, lab, and simulation. Some knowledge, skill, and attitudes must be in place before providing patient care to people with health disorders in the clinical setting so as to not put the people we care for at risk of untoward outcomes. The complexity of patient care expected from students increases with each semester; it is, therefore, important for students to demonstrate an expected level of performance in each clinical course before progressing to the next.

While faculty design and provide learning experiences and opportunities in the clinical setting, students are responsible for their own patient care delivery. Ongoing student self-reflection is an expected and important component in the profession of radiography. Students must be able to honestly and accurately reflect on their own abilities and performance in the clinical setting to be successful in each clinical course.

Based on self-reflection students are expected to utilize resources available to improve or refine their abilities without a formal referral to these resources from their instructor. Clinical Preceptors may reach out to program faculty to discuss areas for improvement. This may result in a formal learning contract with the student. The learning contract indicates the student is not performing at the expected level and is at risk of clinical failure.

Safe behavior is behavior that does not place patients or others, including self, at risk of physical and/or psychosocial harm. One example of safe practice is the annual Joint Commission National Patient Safety Goals (jointcommission.org/standards/national-patient-safety-goals/). The student is subject to receiving an "F" in the course and to being dismissed from the program if safe behavior is not consistently demonstrated. Unsafe practice puts students at risk for clinical failure ("F") at any time during a semester.

Clinical Education and Competency Progression Plan

The primary goal of the RCSJ Radiography Program's clinical phase of education is to correlate clinical experience with the academic portion of the program.

1. Students acquire the knowledge needed in the classroom through lectures, laboratory demonstrations, and practice. While in clinical situations, the student will be observing and assisting a qualified Radiographer in radiographic procedures.
2. In a laboratory setting, students perform simulated procedures and are graded on their abilities using laboratory conditions. Example of a chest x-ray laboratory evaluation: a student, using another student as a patient, will bring the patient into the room, ask all pertinent questions of the patient, position the patient and equipment, set the image factors on the equipment, use radiation protection, give the patient the proper breathing directions, and complete the simulated procedure. (See Remediation Plan on page 11)
3. When the laboratory evaluation has been passed, the student may gain experience radiographing a patient under the direct supervision of a qualified radiographer. Each procedure must be performed to the satisfaction of the qualified radiographer before the student can advance to an initial competency evaluation. The minimum number of required practice exams per study is indicated on Trajecsys and on the Trajecsys Competency Tracking Form. Procedures cannot be performed unless a laboratory competency evaluation has been passed.

The number of procedures the student radiographs prior to requesting a competency evaluation is dependent upon the skill level of the student and the frequency of the procedure on which a competency evaluation is requested. Competency evaluations may only be performed by recognized Clinical Preceptors.

4. Clinical competency is a graded evaluation of a procedure. Using the example of a chest x-ray: the student performs a chest x-ray under direct supervision of a Clinical Preceptor. The radiograph is reviewed, and the procedure is discussed between the Clinical Preceptor and the student. A minimum grade of 90% must be earned to be "clinically competent" to perform the procedure. (Appendix B & C) If less than 90% is achieved, the student must review relevant material and obtain two additional signatures before the competency evaluation can be repeated. When a minimum grade of 90% is achieved, the student can perform that examination under the indirect supervision of a qualified radiographer. There may be times when the Clinical Preceptor feels the student is not performing the procedure professionally and patient care is being compromised. In that case, the preceptor will stop the competency evaluation and complete the procedure. The student will then need to review prior to a repeat competency evaluation. A maximum of three (3) attempts to gain initial competency on any procedure is allowed. Failure to obtain initial competency after three attempts and remediation will result in automatic failure for the clinical course.
5. Throughout the clinical experience, continual competency evaluations are part of the student's clinical file. Though the student has passed a "clinical competency evaluation," the student must

increase their skills and be competent in that same procedure under progressively difficult and varying patient conditions.

Continual competency evaluations and recorded observations from the Clinical Preceptors, with input from qualified radiographers are indicators of student progress and skill level. If a student does not obtain the required number of continual competencies (2) per semester, it will result in automatic failure for the clinical course.

6. Before graduation, during the last semester of Clinical Practicum, the student will be responsible for completing 10 terminal competency evaluations to pass the clinical course. The number of required competency evaluations is subject to change to comply with ARRT requirements. A variety of radiographic and fluoroscopic examinations will be evaluated. Consistent with all competency evaluations, the student must achieve a minimum grade of 90% to be considered competent. If a student does not obtain the required number of terminal competencies, it will result in automatic failure of the clinical course.

For any level of competency testing (initial, continual, terminal) the following policy will be in effect:

- There is no limit to the number of practice exams a student may achieve in a single day.
- There is no limit to the number of competency evaluations attempted in a single day.
- Once the required number of practice exams are completed, the student can request an initial competency evaluation.
- A student may request multiple competency evaluations on the same patient.
- Only one student may perform exams on the same patient.
- Inability to perform exams proficiently and professionally will result in loss of competency.
- Limited studies will not count as a competency excluding fluoroscopy.

The minimum number of completed patient competency evaluations required for graduation is 36 initial competency evaluations on mandatory procedures, 15 initial competency evaluations on elective procedures, 10 continual competency evaluations, plus 10 terminal competency evaluations, for a total of 71 competency evaluations. ([ARRT Didactic and Clinical Competency Requirements](#), effective January 2022).

Up to (8) eight of those mandatory procedures may be performed under simulated conditions, if necessary. The Clinical Education Coordinator will decide which studies the student may simulate.

Each semester, students are required to complete a minimum number of competency evaluations as listed in the clinical course outline and the competency goal sheet (see Appendix A).

Remediation Plan

For those instances when a student is unable to achieve a passing grade, the following protocol will be used:

Didactic (Procedures Courses) [passing grade 75%]

- The instructor will record the grade achieved.
- The student must retake a failed exam before simulating a laboratory competency. The original grade earned will be the one used to calculate the course grade.

- A Laboratory competency may not be completed until the requirements are satisfactory.

Laboratory competency evaluation (passing grade 85%)

- The instructor will record the grade achieved.
- The instructor will identify problem areas and demonstrate proper procedure, if needed.
- The student will review and practice the procedure with classmate(s).
- The Clinical Education Coordinator will make a new appointment to complete a laboratory evaluation.
- If a student fails a lab competency on a specific body part three times, they will be assigned a failing grade for the Procedures course.

Patient competency evaluations (initial, continual, terminal) [passing grade 90%]

- The clinical preceptor will record the grade achieved.
- The clinical preceptor will identify problem areas and demonstrate proper procedure if needed.
- The Clinical Education Coordinator will develop an educationally valid plan of remediation based on the specific reason for failure and complete documentation on the remediation form in Trajecsys.
- As per the flowchart on page 22, the student will lose their competency, return to direct supervision status, and be required to obtain two additional signatures.
- The student will apply reinforced knowledge in the clinical setting.
- The student will repeat the procedure for a competency evaluation.
- Indirect supervision status will be restored upon successful completion of the evaluation.
- A maximum of three (3) attempts to gain initial competency on any procedure is allowed. Failure to obtain initial competency after three attempts and remediation will result in automatic failure for the clinical course.

Student Supervision

The Radiography Program follows the standards set by the JRCERT and the New Jersey Department of Environmental Protection concerning the supervision of students during all phases of their clinical assignments.

During clinical education, the student will progress through various phases of development. The phases below are coordinated for the student to be educated before applying the skills in a clinical setting.

- Classroom Education
- Laboratory Simulation
- Clinical Practice
- Clinical Competencies

A Competency Tracking Form will be supplied to each student, and it is the student's responsibility to update it accordingly.

Direct Supervision

The following parameters constitute direct supervision:

The Licensed Diagnostic Radiologic Technologists shall:

- Review the healthcare provider's request for examination in relation to the student's knowledge.
- Evaluate the condition of the patient in relation to the student's knowledge.
- Be present during the entirety of the procedure.
- Review and approve the images.

Indirect Supervision

The following parameters constitute indirect supervision:

The Licensed Diagnostic Radiologic Technologists shall:

- Be immediately available to assist students regardless of the level of student knowledge.
- "Immediately available" is interpreted as the presence of a licensed diagnostic radiologic technologist adjacent to the room or location where a radiographic or fluoroscopic procedure is being performed.
- This availability applies to all areas where ionizing radiation equipment is in use.
- Based on these parameters, a student cannot be assigned to a surgical or mobile rotation or assigned to a room that is not adjacent to another radiographic or fluoroscopic room (i.e., PAT or ER) unless a licensed diagnostic radiologic technologist is present in that room or the adjacent room.

Phase I - Direct Supervision:

The student observes and assists the Licensed Diagnostic Radiologic Technologists as they perform procedures.

Once laboratory competencies have been achieved in the laboratory setting, the student may radiograph patients while under the direct supervision of a Licensed Diagnostic Radiologic Technologists. Laboratory competencies must be completed for a procedure prior to the student radiographing a patient or advancing to the remaining phases.

Phase II - Direct Supervision

Students completing Phase I will radiograph a patient and record the Clinical Experience for that exam in Trajecsys.

Phase III - Direct Supervision

In Phase III, the Clinical Preceptor evaluates a student as the student radiographs the patient. Successful completion of Phase III with a minimum grade of 90% will enable the student to radiograph a patient under indirect supervision.

Phase IV – Indirect Supervision

The student now advances to Phase IV with the following conditions:

The patient's status must be evaluated by a Licensed Diagnostic Radiologic Technologist before allowing the student to radiograph the patient.

All images/exams must be approved by the Licensed Diagnostic Radiologic Technologist before the patient is dismissed. The student is not permitted to repeat, send, or delete any images.

Phase V – Continual Competency

At any time, the clinical preceptor may observe and evaluate the student as the student radiographs patients for procedures in which competency has been established.

The minimum requirements for continual competencies will be as follows: two continual evaluations in the Fall of the first semester; two continual evaluations in the Spring of the second semester; two continual evaluations in each summer semester; two continual evaluations for the Fall of the second year, for a total of 10 continual evaluations per student.

Phase VI - Terminal Competency:

Prior to graduation, the student will be evaluated for the ability to successfully radiograph a variety of radiographic and fluoroscopic procedures. Consistent with all competency evaluations, the student must achieve a minimum grade of 90% to be considered competent.

During the **last three months of the program**, the student will be evaluated for terminal competencies. The student will need to prove competency in various studies with higher difficulty than those completed for initial and continual competencies. Rowan College South Jersey Radiography Program requirements for terminal competencies are as follows:

1. Each student must successfully complete ten (10) terminal competencies.
2. Procedures from each of the following categories is required:
 - Thorax
 - Abdomen
 - Upper Extremity
 - Lower Extremity
 - Spine
 - Contrast Studies
 - Portable
 - C-arm
 - Head work – *if applicable*
3. Either the student may request a study for terminal competency or the clinical preceptor may select the study to be performed by the student.
4. Some of the patients selected need to be of a higher level of difficulty. The following patient types are examples of progressive levels of difficulty:
 - Geriatrics
 - Pediatrics (6 years and under)
 - Very obese or extremely underweight
 - Trauma
 - Arthritis or other pathology that requires positioning adjustments
 - Language barriers or other factors which make communication difficult
 - Non-responsive patients

Note: Not *all* patients need to be extremely difficult to qualify as a terminal competency. A *variety* of patient types is required. If the chosen study requires a staff technologist to seek lifting or other assistance, the student should be afforded the same level of assistance to complete the exam. The Clinical Preceptor will make the final determination.

Terminal competencies may only be performed on studies the student has already achieved an initial competency in.

In the event a grade of less than 90% is earned on a terminal competency, refer to the remediation plan. When indirect supervision status has been restored, the student will be reevaluated for terminal competency in that procedure.

Repeat Procedure Policy (extremely important!)

All repeat examinations must be directly supervised by a Licensed Diagnostic Radiologic Technologists. The student will analyze the unsatisfactory image with the technologist and form a correction plan prior to making a second exposure. A student may repeat an exposure under direct supervision only one time. If additional retakes are needed, they must be performed by a Licensed Diagnostic Radiologic Technologist.

The Licensed Diagnostic Radiologic Technologist assigned to the area is ultimately responsible for the patient and the finished images.

Radiography of Pediatric Patients

To ensure quality radiography for pediatric patients, students *radiographing patients under the age of twelve (12) years must have direct supervision.* There are no exceptions to this policy. **(As per ASRT policy, children must be aged 6 years or under for any pediatric competency testing.)**

Contrast Media Studies

To ensure quality patient care students must be directly supervised while preparing contrast media for injections.

Staff Technologists

- Are required to supervise students participating in radiologic exams.
- Should provide guidance and offer suggestions to improve performance.
- Must approve all images before the patient is released, even when a student performs the study independently.
- Are ultimately responsible for the patient and images.
- May decline to allow the student to record the study as a 'Clinical Experience' on their Trajecsys log if the student does not perform well and requires more practice.
- Are not allowed to complete any evaluations, such as the Competency Evaluation or Performance Evaluation, which involves computing a grade.
- Should report any student behavioral or performance problems to one of the Clinical Preceptors at the site before the end of the day, when possible.

Please be aware that clinical sites reserve the right to dismiss students from their sites should any behavioral or unethical conduct be observed. It is imperative that all students adhere to the highest standards of professionalism and ethical behavior at all times during their clinical placements.

In the event of dismissal from a clinical site due to unprofessional conduct, it may result in an automatic failure of that clinical course, and/or efforts will be made to facilitate placement in an alternative clinical site, subject to availability and suitability. Additionally, a learning contract will

be initiated to address the behavior or ethical concerns, outlining specific objectives and expectations for remediation. However, it should be noted that placement in a new site and the continuation of the program is contingent upon successful completion of the learning contract and approval by the Clinical Education Coordinator. Students are encouraged to prioritize professionalism and ethical conduct to maintain their standing within the program.

Professional Behavior and Conduct for Students

The student is in the clinical agency to gain clinical experience, reinforcing the skills learned in the classroom. It is expected that the student adheres to the [ARRT Code of Ethics](#) and the [RCSJ Student Code of Conduct \(Policy 8007\)](#)

Students must follow the directions of the technologist to whom they are assigned. If there are any technical or personal problems between the student and the technologist, both should speak in confidence to resolve the issue. If the problem cannot be resolved, additional counseling or guidance is available from the Clinical Preceptors at the clinical agency. If more assistance is needed, please seek help from the Clinical Education Coordinator or the Program Director. Gratuities shall not be accepted by anyone.

Addressing patients in an open setting should follow the clinical agency policy. Patients are not to be referred to with terms of endearment such as honey or sweetie, etc. All physicians are to be addressed as "Dr."

- Students are to refrain from disturbing others with irrelevant noise, conversation, or gossip in the classroom, department, or while walking through the halls of the clinical agency.
- Eating, drinking, or chewing gum in the clinical areas is not permitted.
- The use of cellular phones and/or smart watches are prohibited in the Clinical Agency. Use of digital devices against protocol will result in dismissal from the clinical setting and the clinical time must be made up.
- Students are forbidden to have visitors during clinical hours.
- **Confidentiality is an utmost priority in all aspects of the medical environment. HIPAA (Health Insurance Portability and Accountability) regulations and their relevance to the radiography department will be discussed in class. It is expected that all students adhere to HIPAA regulations. Computer access to unauthorized patient information is strictly forbidden.** Information pertaining to the diagnosis, x-ray findings, treatment, condition, or personal problems of any patient is confidential and may not be discussed with other students or personnel in the Department or outside the hospital. If, for educational purposes, it is necessary to discuss a patient's test findings or condition with a radiographer or other member of the hospital team, make certain it is not discussed in the presence of, or within hearing distance of patients or visitors.
- Incivility or lack of respect towards others.
- Failing to accept responsibility for one's own actions.
- Lack of preparation for clinical experiences.

Professionalism will be stressed throughout the duration of the program. Each student's professional skills will be evaluated by the supervising technologists and the clinical preceptors regularly. The first concern as a health care professional is the patient. Students unable to

demonstrate professionalism and provide quality patient care may not be permitted to progress in the program.

Students are expected to use any downtime (*when no patients are available*) wisely. Practicing positioning skills with classmates, reviewing images, and studying are considered constructive use of downtime. No laptops are permitted in the clinical setting for studying purposes.

Immediate dismissal will follow if the student is found to do any of the following unsafe practices:

- Be suspected of being under the influence of drugs or alcohol and or engage in their use while at clinical or on hospital property.
- Engage in behavior that creates a hostile environment.
- Inattentiveness/sleeping/resting with eyes closed at clinical.
- Engage in the theft of any articles from the clinical agencies.
- Engage in any immoral conduct while at the clinical agency.
- Endanger the welfare of a patient or provide inadequate patient care.
- Fail to abide by program and clinical agency policies.
- Violate patient confidentiality (HIPAA) or computer access rules.

Clinical Incidents

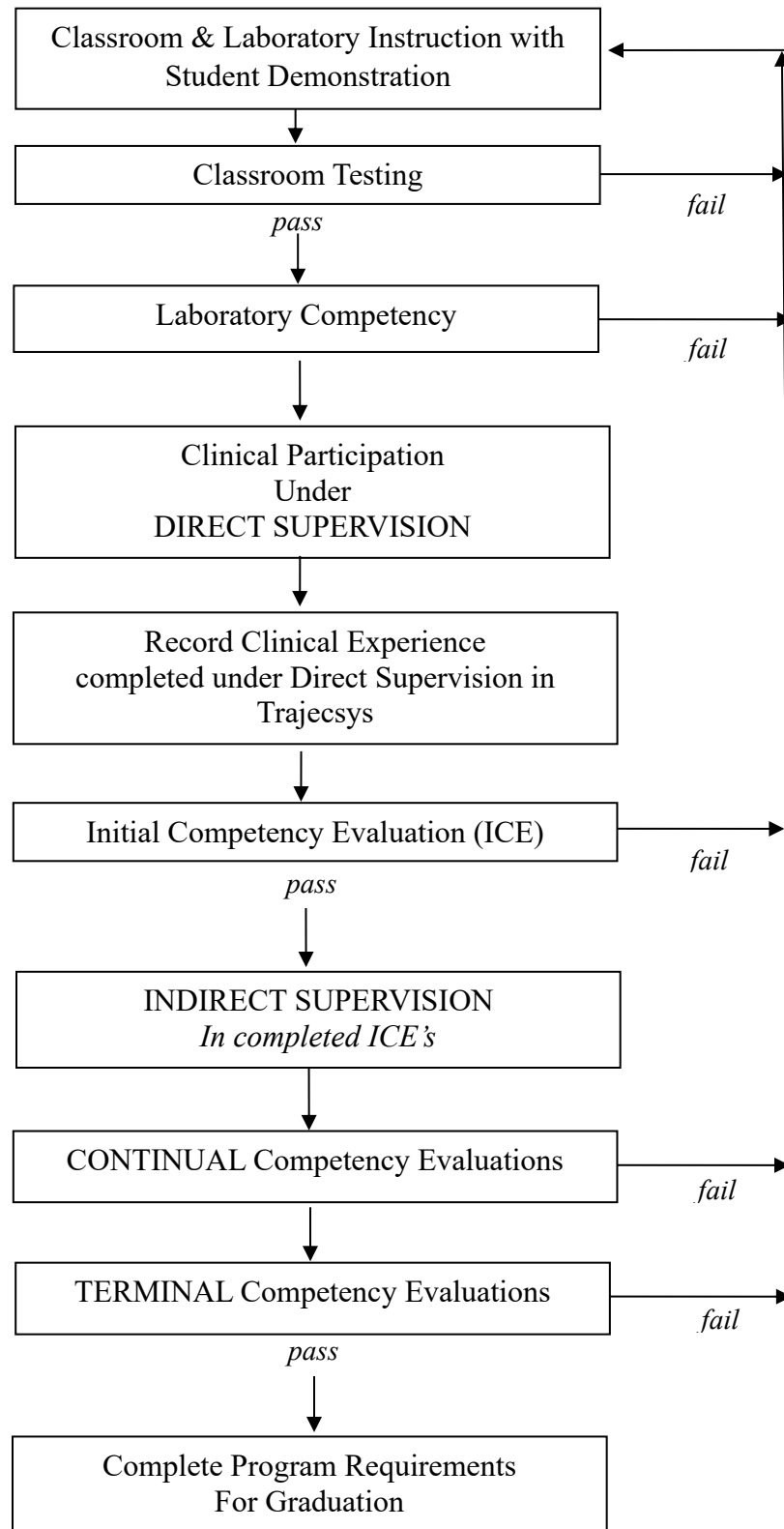
The following incidents are of such a serious nature that one occurrence will result in the clinical preceptors entering a “Clinical Incident form” into Trajecsys, and a reduction of one letter grade for that clinical course. (See Appendix F)

- Performing the wrong exam on a patient
- Performing an exam on the wrong patient
- Performing a repeat exam without a technologist present
- Performing a portable exam without a technologist present
- Performing an exam in the OR without a technologist present
- Sending completed images without a technologist's approval
- Causing injury to a patient due to gross negligence
- HIPAA violation
- Unprofessionalism (e.g., behaviors or actions)

The first observed unsafe occurrence will result in an automatic written learning contract. The second instance is grounds for course failure and dismissal from the Radiography Program. Clinical Preceptors and/or staff may intervene verbally and/or physically to prevent harm to a patient or others, e.g., clinical staff may physically move a student’s hand away if they determine another individual is put at risk related to the student’s action(s).

*Program faculty reserves the right to suspend or dismiss a student for unprofessional or unethical behavior while on clinical assignment regardless of the theory grade.

Competency-Based Clinical Education Flowchart



Clinical Competency Requirements

Progression Sequence

Each semester, the students' clinical assignments correlate with classroom instruction. The Clinical Preceptor may make changes to the scheduled room assignment for the enhancement of the students' clinical education experience.

Listed below are the primary procedures associated with a radiology department. These procedures are listed under the title of Mandatory or Elective. Clinical competencies in elective procedures will enable the student to increase skills and grades. The minimum number of completed patient competency evaluations required for graduation is: 36 initial competency evaluations on mandatory procedures, 15 initial competency evaluations on elective procedures, 10 continual competency evaluations, plus 10 terminal competency evaluations, for a total of 71 competency evaluations.

There are times when a mandatory procedure is not available for the student. A maximum number of eight (8) competencies may be completed under simulated conditions if the clinical preceptor verifies infrequent or limited volume of the mandatory procedure.

During the program's second year, students will be given the opportunity to rotate through one or more of the advanced modalities listed below after all clinical requirements are met.

- Ultrasound
- Nuclear Medicine
- Magnetic Resonance Imaging
- Computed Tomography
- Radiation Therapy
- Cardiac Catheterization
- Interventional Radiography
- Mammography

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

*Trauma requires modifications in positioning due to injury with monitoring of the patient's condition.

Imaging Procedures	Mandatory or Elective		Eligible for Simulation	Date Completed	Competence Verified By
	Mandatory	Elective			
Head – Candidates must select at least one elective procedure from this section.					
Skull		✓	✓		
Facial Bones		✓	✓		
Mandible		✓	✓		
Temporomandibular Joints		✓	✓		
Nasal Bones		✓	✓		
Orbits		✓	✓		
Paranasal Sinuses		✓	✓		
Spine and Pelvis					
Cervical Spine	✓				
Thoracic Spine	✓		✓		
Lumbar Spine	✓				
Cross-Table (Horizontal Beam) Lateral Spine (Patient Recumbent)	✓		✓		
Pelvis	✓				
Hip	✓				
Cross-Table (Horizontal Beam) Lateral Hip (Patient Recumbent)	✓		✓		
Sacrum and/or Coccyx		✓	✓		
Scoliosis Series		✓	✓		
Sacroiliac Joints		✓	✓		
Abdomen					
Abdomen Supine	✓				
Abdomen Upright	✓		✓		
Abdomen Decubitus		✓	✓		
Intravenous Urography		✓			

Imaging Procedures	Mandatory or Elective		Eligible for Simulation	Date Completed	Competence Verified By
	Mandatory	Elective			
Fluoroscopy Studies – Candidates must select two procedures from this section and perform per site protocol.					
Upper GI Series, Single or Double Contrast		✓			
Contrast Enema, Single or Double Contrast		✓			
Small Bowel Series		✓			
Esophagus (<i>NOT</i> Swallowing Dysfunction Study)		✓			
Cystography/Cystourethrography		✓			
ERCP		✓			
Myelography		✓			
Arthrography		✓			
Hysterosalpingography		✓			
Mobile C-Arm Studies					
C-Arm Procedure (Requiring Manipulation to Obtain More Than One Projection)	✓		✓		
Surgical C-Arm Procedure (Requiring Manipulation Around a Sterile Field)	✓		✓		
Mobile Radiographic Studies					
Chest	✓				
Abdomen	✓				
Upper or Lower Extremity	✓				
Pediatric Patient (Age 6 or Younger)					
Chest Routine	✓		✓		
Upper or Lower Extremity		✓	✓		
Abdomen		✓	✓		
Mobile Study		✓	✓		
Geriatric Patient (At Least 65 Years Old and Physically or Cognitively Impaired as a Result of Aging)					
Chest Routine	✓				
Upper or Lower Extremity	✓				
Hip or Spine		✓			
Subtotal					
Total Mandatory exams required	36				
Total Elective exams required		15			
Total number of simulations allowed			10		

Infrequent Studies Policy

Purpose: To allow the student to prove competency in studies rarely performed in the radiology departments affiliated with the college.

In the event the student has the opportunity to perform any of the radiographic procedures deemed “infrequent” the following protocol is in effect:

1. The student may request a competency evaluation if a laboratory competency has been completed on that study.
2. The student does not need to have a logged experience on Trajecsys prior to attempting the competency evaluation on an infrequent study.
3. If the student is unable to complete the study with 90% accuracy, they would remain at the direct supervision level and review relevant textbook information prior to attempting another competency on that study.
4. **The Clinical Preceptor makes the final determination if a study is infrequent at that clinical site.**

Coordination of Clinical Agency Rotations

The Clinical Education Coordinator is responsible for developing, initiating, and maintaining uniformity of clinical experiences for all students in all clinical agencies.

All policies and procedures can be found on the Radiography Program website. This enables the Clinical Preceptors at each site to be able to function in the same capacity, thereby offering all students equal clinical opportunities with as much objectivity as possible. Clinical Preceptor meetings are scheduled throughout the year to ensure a cooperative achievement of program goals and student success. Updates, revisions, and review of policies are completed at these meetings.

Each clinical agency will be visited on a regular basis for the purpose of:

- Observation of student performance
- Discussion with the Clinical Preceptors to remedy any clinical areas of concern
- Periodically meeting with the department manager for feedback and institutional updates
- Conducting positioning lab or image evaluation sessions with the students, as needed

All clinical scheduling is at the discretion of the Clinical Education Coordinator. Clinical agencies are located within 60 minutes of the College. Students are responsible for travel means and other expenses as determined by the site.

Evaluation of Clinical Performance

The Clinical Preceptor is responsible for evaluating and grading each student’s clinical performance for each semester. Staff Technologists participate in the evaluation process by providing direct and indirect supervision during the clinical rotation. Staff Technologists provide feedback to the Clinical Preceptors for Performance Evaluations.

Each semester the grades for clinical courses are compiled by averaging the following three components:

1. Image evaluation sessions – each semester will receive 2-3 image evaluations. The grades earned on each of those evaluations will be averaged together to become **25%** of the clinical grade.
2. Performance evaluations – two times per Fall and Spring semester (midsemester and end of semester) and one time each summer semester (end of semester), the Clinical Preceptor will complete clinical performance evaluations on each student. These evaluations rate the attendance, appearance, technical skills, patient care skills, and behavioral aspects of the student while in the clinical agency. The average of the grades earned on these evaluations will become **50%** of the clinical grade.
3. Number of initial competencies achieved – the student must successfully complete the minimum required initial competency evaluations (Appendix A) for each semester. The cumulative number of competencies earned is equivalent to the number grades listed on the goal sheet. The student must achieve the minimum number of competencies designated for the semester to successfully complete the clinical course, regardless of the grades earned on other evaluations. This portion is **25%** of the clinical grade.

Student Records in the Clinical Area

The following records can be found on Trajecsyst:

1. Competency evaluations – Laboratory, Initial, Continual, Terminal
2. Performance evaluations
3. Image evaluations
4. Attendance & Grades
5. Record of supplemental clinical experiences
6. Clinical Incident Form
7. **Flow chart** – can be found in Trajecsyst under: “Reports”,” Logs: Skills Summary by Students”

Room schedules are posted within the Radiology Department(s) at each clinical agency.

Clinical Education Setting Room Assignments

First Year:

Semester I (Fall)

Prior to observing in the radiology department, the student should spend 1 full day in transport and 1 day in registration / file room

These rotations are provided to give the student an understanding of the flow of people, paper, and digital information through the radiology department. The goal is to ensure the students are aware of how the department functions prior to being assigned to the radiology rooms.

After successful completion of observing in transport, registration/ file room and the corresponding evaluation in Trajecsyst, the student will be scheduled for weekly rotations in general, portable, and ER.

Semester II (Spring)

The student continues with weekly assignments as listed above and will begin to include fluoroscopy and Operating Room.

Semester III (1st Summer Session)

Students will be scheduled for weekly rotations as listed above.

Second Year:

Semester IV (2nd Summer Session)

The student will be scheduled for brief rotations in ancillary areas to learn the computer system, patient flow, hospital layout, and department flow at their new site. These rotations are not to exceed 2 clinical days. The student will then be assigned weekly rotations as listed above.

Semester V (Fall)

The student will be scheduled for weekly rotations as listed above. Two-week rotations in assigned Outpatient facilities will begin.

Semester VI (Spring)

The student will continue with the same weekly rotations as listed above. Opportunities to observe advanced modalities are provided.

***The Clinical Preceptor will ensure all assignments are equitable. In addition, room rotations will be provided by the Clinical Educator Coordinator to ensure uniformity among the clinical sites.**

Injuries Obtained During Clinical

In order to ensure prompt medical care and required documentation of health care injuries the following procedure is to be followed:

1. Students are to report the incident to the Clinical Preceptor or supervisor.
2. An incident report must be completed, signed and filed in the student's file on campus.
3. Students injured at the clinical agency and requiring medical care should be seen in the Emergency Room prior to their leaving the building. A student may choose to receive care at another location. Fees incurred are to be billed to the student's medical insurance.
4. Students will provide the Radiography Program with documentation of any injuries, incident reports, or treatments rendered.

Clinical Attendance

If an absence for clinical hours is imminent, the student must notify the Clinical Education Coordinator and the clinical agency before the start of the clinical day. **Failure to notify the Clinical Education Coordinator and the clinical agency before the start of your clinical time results in an automatic written clinical contract and a 5-point penalty of the overall grade. A second instance may be grounds for course failure.** Notification is required for every occurrence of absence.

Clinical attendance is documented in Trajecsys. Makeup time required for clinical absences is determined by the Clinical Education Coordinator and the clinical agencies and cannot be made up when the college is closed. Any time missed due to absence, tardiness, or early dismissal must be made up. The time to be made up is equal to what was missed. If the clinical agency sends the student home, those clinical hours must be made up.

Absence on three occasions per semester is considered *excessive* and will result in a written clinical contract and a 5-point penalty off the overall grade. If the make-up time is not completed in an appropriate timeframe, the student may receive an “F” grade for that course. Documentation of the absence may be requested and verified by the Clinical Education Coordinator. Appointments should be made so as not to interfere with Radiography courses or clinical time. Professionalism and punctuality are essential qualities in any professional setting.

In the event the Program Officials approve an activity on a scheduled clinical day, the student must attend the activity or report to their clinical site. Failure to do so will be counted as a clinical absence.

Recurrent lateness to clinical (more than 5 minutes) will be assessed by the program faculty. A clinical contract will be put in place after 5 occurrences of being more than 5 minutes late. If a student is late more than 5 occurrences, it will result in a 5-point deduction of the overall clinical grade. Time accrued in lateness must be made up.

Supplemental Clinical Educational Experience

Students may request supplemental clinical education experience hours to enhance their skills and fulfill the attendance requirements of the clinical courses. The scheduling will be arranged with the Clinical Preceptor and approved by the Clinical Education Coordinator. The supplemental clinical education experience form will be completed (signed by both parties) and handed into the Clinical Education Coordinator. The Clinical Preceptors will assign the student to a clinical area. Students can request up to two days of supplemental clinical educational experience. Please be aware that any additional time dedicated to clinical experience beyond attendance requirements is solely for obtaining signatures. No initial or continual competencies can be acquired during this extra time. No supplemental hours are allowed on weekends, nights, or days the college is closed.

Clinical Education Days

First Year, Fall and Spring Semesters:	Clinical days are Tuesday and Thursday.
First Year, Summer Sessions (2):	Clinical days are Monday through Thursday.
Second Year, Fall and Spring Semesters:	Clinical days are Monday, Wednesday, and Friday.

Clinical education days correlate with the college calendar. Clinical education days are completed for the semester on the published day classes end. Students will be notified if there are adjustments to the schedule.

Clinical Education Hours

Total clinical and classroom hours will not exceed forty hours per week. Clinical assignments on any one day will not exceed eight (8) hours unless approved by the Clinical Preceptor. Ten hours maximum per day is allowed, per JRCERT regulations.

The number of clinical assignment hours for students is based on eight hours per day. Hours at the clinical agency are 8:00 a.m. - 4:00 p.m.; however, no student will be permitted to leave a patient during a procedure, even if such completion requires remaining past 4:00 p.m. The student is required to complete the procedures (this includes getting images checked for necessary repeats or additional projections and seeing that the patient is dismissed from the department). Students will be credited for the time spent in patient care.

Students are not permitted to be at the clinical agency outside of assigned hours. Violation of this policy may be grounds for dismissal from the program.

Any requests for adjustments to the clinical hours must be submitted in writing to the Clinical Education Coordinator and the clinical agency for approval. No clinical hours may start earlier than 7 am, nor extend beyond 5 pm.

Students will be assigned a lunch period each day. The lunch break will be commensurate with the practice of the department and area assignments. The lunch break may not be used to make up or accrue time. **A lunch break (of at least 30 minutes) is required for all students.**

Clinical Dress Code

Students are required to always present a professional appearance. It is the patient's right to be treated with dignity and care by clean individuals. It is, therefore, required that each student practice good personal hygiene.

All students will:

1. Wear navy blue uniform (scrubs), pants and shirts, and solid black or white uniform shoes or black or white sneakers.
2. The RCSJ patch is placed on the upper left sleeve of the scrub top or lab jacket. The patch must be visible at all times.
3. The RCSJ student ID must be visible at all times.
4. The dosimeter badge must be visible at the collar level at all times.
5. Undergarments must not be visible through the uniform.
6. Refrain from wearing open-heel clogs, sandals, or open-toed shoes.
7. Nails must be kept clean, short and unpolished. Fake nails, gel polish, or overlays of any kind are NOT allowed.
8. Tie back long hair.
9. A navy lab jacket can be worn when necessary. No sweatshirts/fleece are allowed. No white lab coats are allowed.
10. Follow all clinical agency dress code requirements.
11. Facial hair must be kept neatly trimmed in order for N95 masks to fit appropriately
12. Makeup (including fake eyelashes) should be worn conservatively

13. Jewelry must be simple and comply with the rules of the clinical education setting. If applicable, a medical alert bracelet is permitted. **No facial jewelry, tongue jewelry, or other visible body piercings are permitted.**
14. Any large or potentially offensive tattoos must not be visible. May wear white or skin tone sleeves or long-sleeved shirts under the clinical uniform.
15. Refrain from wearing strong perfumes/body scents. These can often be problematic for ill patients or those with allergies.
16. Surgical scrubs are to be worn *only* when a student is assigned to the OR and in accordance with the clinical agency policy.

Any student found out of uniform or inappropriately dressed will be instructed to leave the clinical site. This will be documented in a conference memo and reflected in the performance evaluation. The missed clinical time will count as a clinical absence and must be made up.

Clinical Assignments

Clinical assignments are made to correlate classroom knowledge with actual patient care experience. Students will be assigned a clinical site for the first year, from Semester I (Fall) through Semester III (Summer A). To provide the students with more educational experiences, they will be reassigned to a new clinical center for the second year, Semester IV (Summer B,) through Semester VI (Spring). In addition, students meeting the minimum requirements will be assigned rotations in private imaging centers during the second year of education. The Clinical Education Coordinator and Program Director will determine the clinical site assigned to the student and the length of the rotation. These clinical assignments are subject to change, at the Clinical Education Coordinator's discretion, in the event of changes in approved clinical agency continual personality conflicts within the department, or at the request of a radiology department administrator.

The imaging centers used as clinical sites are:

AtlantiCare – City Campus

1925 Pacific Ave.
Atlantic City, NJ 08401
(609) 345-4000

Inspira Vineland

1505 W. Sherman Ave.
Vineland, NJ 08360
(856) 641-8000

Inspira Elmer

501 Front Street
Elmer, NJ 08318
(856) 363-1553

Inspira Mullica Hill

155 Bridgeton Pike
Mullica Hill, NJ 08062
(856) 845-0100

Inspira Medical Center - Mannington

310 Salem-Woodstown Road
Salem, NJ 08079

AtlantiCare – Mainland Campus

65 W. Jimmie Leeds Road
Pomona, NJ 08240
(609) 748-4087

Jefferson– Washington Township

435 Hurffville-Crosskeys Rd
Turnersville, NJ 08012
(856) 582-2765

Jefferson - Stratford

18 East Laurel Rd
Stratford, NJ 08084
(856) 346-7712

Jefferson– Cherry Hill

2201 Chapel Ave. West
Cherry Hill, NJ 08002
(856) 488-6459

Cape Regional Medical Center

2 Stone Harbor Blvd.
Cape May Court House, NJ 08210

(856) 339-6054

Arthritis & Rheumatology Assoc. of SJ

2848 S. Delsea Drive

Vineland, NJ 08360

(856) 794-8845

AMI at Inspira

1550 E Chestnut Ave., Bldg. 4, Suite A

Vineland, NJ 08360

(856) 794-1700

Jefferson - Out Patient Center

900 Medical Center Drive, Suite 101

Sewell, NJ 08080

(609) 463-2121

Inspira Bridgeton

333 Irving Ave

Bridgeton, NJ 08302

(856) 451-6600

Atlantic Medical Imaging

3100 Hingston Ave. – Suite 102

Egg Harbor Township, NJ 08234

(856) 363-1533

AMI at Inspira

201 Tomlin Station Rd

Mullica Hill, NJ 08062

AMI at Inspira

352 S. Delsea Dr.

Vineland, NJ 08360

Additional clinical sites may be added to enhance the clinical experiences.

Graduation

Students must have a minimum of 69 credits with a cumulative GPA of 2.0 to be eligible to participate in the commencement exercise in May. All students in the radiography program are encouraged to participate in the commencement ceremony. Upon completion of all required courses, the graduates are eligible to apply to sit for the American Registry of Radiologic Technologists certification examination and obtain a state license as a Registered Radiologic Technologist.

To be eligible for Graduation the student must have satisfactorily completed:

- the attendance requirements for the program
- the academic course requirements of the program
- the clinical education requirements of the program

Pinning Ceremony

Students completing all requirements of the Radiography Program may participate in a pinning ceremony to be held on campus at the end of the spring semester. Family and friends are invited to attend. Students are responsible for the pin's cost and may participate in the Radiography Club fundraisers to cover its expenses.

Radiography Program Academic Achievement Award

This award is presented during the Pinning Ceremony to the graduating student who has displayed academic excellence in Radiography courses.

Radiography Program Clinical Excellence Award

The Clinical Excellence Award is determined based on the specific clinical criteria. The award is presented during the pinning ceremony to the graduating student, based on the following criteria:

- Clinical GPA
- Attendance
- Communication & critical thinking skills
- Patient care skills
- Adherence to policies
- Positioning skills

The award recipient is determined by the college program personnel after consultation with the clinical preceptors.

Lambda Nu Society – New Jersey Gamma Chapter

National Honor Society for the radiologic and imaging sciences. Students must achieve a GPA of 3.5 in radiography courses and have completed 3 semesters in the program to be eligible to apply for membership. The Program Director will present the Lambda Nu opportunity at the start of Spring Semester VI for those eligible.

Appendices

Appendix A – Diagnostic Radiography Initial Competency Goals

Initial competency requirements are cumulative throughout the program. A minimum requirement must be met to receive a passing grade for the clinical course.

<u>Fall Semester</u>		(September - December, First Year, T/Th)			
A = 6 or more	6 = 96%	7 = 100%			
B = 5	5 = 87%				
C = 4	4 = 78%				
F = 3 or less					
<u>Spring Semester</u>		(January – May, First Year, T/Th)			
A = 18 to 21	18 = 92%	19 = 95%	20 = 98%	21 = 100%	
B = 14 to 17	14 = 83%	15 = 86%	16 = 89%	17 = 91%	
C = 10 to 13	10 = 75%	11 = 78%	12 = 80%	13 = 82%	
F = 9 or less					
<u>First Summer Semester</u>		(May - June, Four days a week)			
A = 25 to 28	25 = 92%	26 = 95%	27 = 98%	28 = 100%	
B = 21 to 24	21 = 83%	22 = 86%	23 = 89%	24 = 91%	
C = 17 to 20	17 = 75%	18 = 78%	19 = 80%	20 = 82%	
F = 16 or less					
<u>Second Summer Semester</u>		(July – August, Four days a week at <u>new site</u>)			
A = 30 to 33	30 = 92%	31 = 95%	32 = 98%	33 = 100%	
B = 26 to 29	26 = 83%	27 = 86%	28 = 89%	29 = 91%	
C = 22 to 25	22 = 75%	23 = 78%	24 = 80%	25 = 82%	
F = 21 or less					
<u>Fall Semester</u>		(September – December, M/W/F)			
A = 37 to 40	37 = 92%	38 = 95%	39 = 98%	40 = 100%	
B = 33 to 36	33 = 83%	34 = 86%	35 = 89%	36 = 91%	
C = 29 to 32	29 = 75%	30 = 78%	31 = 80%	32 = 82%	
F = 28 or less					

Spring Semester (January – May, M/W/F)

Clinical grades will be based on performance evaluations, and image critique.

Students must have completed all required competencies to be eligible for program completion.

This includes:

36 Initial Competencies

15 Elective Competencies

10 Continual Competencies

10 Terminal Competencies

71 Total

Appendix B – Competency Evaluation Criteria

Rowan College Radiography Program Competency Criteria and Grading Guidelines

General Guidelines

- Students are to be evaluated based on the specific/definite observation of their performance. Ratings are to be based on the *specific* study being evaluated, not prior performance.
- A student is entitled to the same degree of assistance as a staff radiographer would need for that particular patient.
- Only a recognized Clinical Preceptor may evaluate a student for competency, and the Clinical Preceptor must be present in the imaging room at the time of the exam.
- Explanatory remarks that give the student specific examples of where they have done well & where they need improvement should be included. Positive suggestions for improvement should also be provided!
- Comments are required for any rating of one (1) or below.
- The evaluation must be electronically signed and dated by both the student and technologist after it is reviewed.

Rating Scale

1. = UNSATISFACTORY

A **“0” in patient care, equipment, or positioning will result in an automatic failure** of the evaluation. If this occurs, the preceptor will ask the student to observe while they complete the study. A **“0” in other categories will not warrant an automatic failure**, but the final grade must be 90% or above to pass.

The following list includes, but is not limited to, instances where a “0” is warranted:

- Failure to center lock the tube and align to the bucky.
- Utilizing incorrect technical factors or generator settings which would cause a repeatable image
- Improper centering and/or central ray angulation which would cause a repeatable image
- Incorrect patient position
- Failure to ask LMP and shield a female of childbearing age
- Utilizing a field size too small or too large for the part being imaged
- Failure to use lead markers
- Failure to properly identify patient or confirm exam order
- Failure to provide a safe environment for the patient
- Using a lead marker to identify the wrong anatomical side of patient

1. = NEEDS IMPROVEMENT

The following list includes, but is not limited to, instances where a “1” is warranted:

- Fumbling with equipment, or inability to find locks, distance markers, detent locations, etc.

- SID at or greater than 2” off of correct distance
- Incorrect workstation settings due to carelessness or forgetting to change settings for the next projection
- Positioning errors
- Lack of knowledge of departmental routine for the exam ordered.
- Correct image receptor placement and orientation that would lead to a repeat (e.g., LW on a pelvis).
- Failure to provide for patient modesty and comfort.
- Failure to use immobilization devices or communicate effectively with the patient.

2. = SATISFACTORY

The following list includes, but is not limited to, instances where a “2” is warranted:

- Technical factors used are accurate or close to accurate but may need a small adjustment
- SID properly adjusted to correct distance
- Minor CR adjustment or change to patient position - image would have been acceptable without the adjustment
- Appropriate shielding placement
- Lead marker properly used

Appendix C – Competency Checklist

(Form is in the Trajecsys System.)

	Unsatisfactory (0)	Needs Improvement (1)	Satisfactory (2)
<u>Evaluation of Patient History</u>			
a. Asked relevant history pertaining to exam			
b. Verified order			
c. Asks LMP			
<u>Readiness of Physical Facilities</u>			
a. Prepared room for procedure			
b. Proper exam setup and supplies			
c. Set preliminary exposure factors on control panel			
d. Performed post-exam room clean up			
<u>*Positioning</u>			
a. Positioned patient correctly			
b. Correct central ray			
c. Appropriate immobilization usage			
d. Followed facility protocol			
<u>*Equipment Manipulation</u>			
a. Manipulated tube and bucky correctly			
b. Set proper SID			
c. Correct tube angulation			
d. Appropriate handling of CR/DR receptor			
<u>Technique</u>			
a. Patient body habitus considered			
b. Selects appropriate exposure factors			
c. Evaluated image for correct exposure range			
<u>Efficiency</u>			
a. Demonstrated confidence			
b. Completed imaging in a timely and coordinated manner			
<u>*Patient Care & Rapport</u>			
a. Identified patient			
b. Introduced self to patient			
c. Radiopaque objects removed from area of interest			
d. Assisted patient in moving and proper care of (Foley, IV, O2, etc.)			
<u>Radiation Protection</u>			
a. Acceptable collimation			
b. Shielded patient and others if applicable			
c. Made exposure while observing the patient			
d. If repeats made grade accordingly			
<u>Image ID</u> – correct marker placement and correct marker used			

Image Critique			
a. Identified anatomy			
b. Able to determine motion or artifacts			
c. Able to determine if image is repeatable or not			

Appendix D – Performance Evaluation

Rowan College South Jersey
Radiography Program Performance Evaluation

Student Name: _____ Date: _____
 Clinical Site: _____ Circle One: Mid-Term Final
 Key = (1) Unacceptable - (2) Needs Improvement (3) Meets Requirements – (4) Exceeds Requirements
 (Form is in the Trajecsys System.)

Criterion	Score
Section 1	
Identify patient and exam	
Verifies script matches requisition	
Introduce self	
Properly prepares patient for exam	
Obtains history and LMP	
Exercise caution with IV's and other patient apparatus	
Demonstrates good rapport and compassion	
Section 2 (score 1 or 3)	
Practices appropriate handwashing	
Applies Standard Precautions as needed	
Section 3	
Cleans and stocks room	
Assists technologists in assigned area	
Carries out instructions (i.e., transport, paperwork)	
Remains in assigned area and reports to tech/CP before leaving department	
Demonstrates punctuality	
Uses free time for educational purposes (studying, positioning, image eval, etc.)	
Section 4	
Knowledge of topographic anatomy, use of proper CR & receptor alignment	
Positioning skills consistent with level of education resulting in minimum repeats	
Juniors – Familiar with department protocol/can locate protocol book Seniors – Knows department protocols	
Uses accessories as needed (sponges, tape, etc.)	
Demonstrates organized workflow while performing exams	
Performs examinations accurately and within a reasonable time limit	
Follows through on all procedures, including computer entry, and releasing	

patients	
Properly uses lead markers	
Section 5	
Sets proper exposures as evidenced by EI #	
Juniors – recognizes the need for technique adjustments Seniors – Can compensate for abnormal variants	
Manipulates equipment properly and safely	
Processes radiographic images using CR/DR	
Performs post-processing and annotations	
Section 6 (score 1 or 3)	
Provides radiation protection for patient, self, and others	
Applies proper collimation	
Wears dosimetry badge in proper location	
Repeats images under direct supervision	
Section 7	
Does not wait to be asked to assist or do a case	
Eager to learn/tries hard	
Does more than is expected	
Tasks initiative to perform whatever task they are capable of performing	
Section 8	
Demonstrates a positive response to constructive criticism	
Strives for technical and patient care skills improvement	
Seeks advice as needed and makes appropriate decisions	
Is courteous and attentive at all times to doctors, staff, and peers	
Section 9 (score 1 or 3)	
Adheres to established program and department policies	
Maintains patient/technologist confidentiality (HIPAA)	
Section 10 (score 1 or 3)	
Maintains professional look, uniforms clean and pressed, hair tied back	
Nails clean, professional length and color. NO artificial nails, overlays, or gel polish	
Jewelry at a minimum/No facial piercings/Tattoos covered	
Hospital issued ID badge and RCSJ ID visible at all times	
No eating, drinking, gum chewing or CELL PHONE use in the clinical area	
Attendance	
Attendance 1 = 3 or more absences 3 = 1 or 2 absences 4 = No absences	

Appendix E – Image Evaluation Form

(Form is in the Trajecsys System.)

Name: _____ Clinical Agency _____

Date: _____ Examination: _____

	0 Poor	1 Adequate	2 Good
Technical Factors:			
1. State technical factors employed			
2. Discuss contrast (high vs. low)			
3. Suggest correct technique adjustment / <i>Digital equip - discuss exposure index #</i>			
4. Correct use of markers			
5. Film size, placement, & holder (<i>L.W./C.W., grid/nongrid, bucky</i>)			
6. Proper SID/OID			
7. Artifacts (<i>medical devices, buttons, motion, fog, gridlines, etc.</i>)			
Radiographic Anatomy:			
1. Identify anatomical structures			
2. Point out any pathology			
3. State anatomy best demonstrated			
Positioning:			
1. State department routine			
2. Identify each projection			
3. Central ray for each view - must state CR direction & # of degrees			
4. Part/Patient position			
5. Suggest improvements needed (<i>student should be able to state 2 image criteria from text for each projection and be able to decide if the image meets criteria</i>)			
6. Breathing instructions			
Radiation Protection:			
1. Collimation & Shielding			
Presentation:			

1. Films properly displayed on view box / image on digital monitor			
2. Displayed professionalism & confidence			

Appendix F – Clinical Incident Form

Clinical Incidents

Check below	Clinical Incidents:	Clinical Preceptor Signature
	Performing the wrong exam on a patient	
	Performing an exam on the wrong patient	
	Performing a repeat exam without a technologist present	
	Performing a portable exam without a technologist present	
	Performing an exam in the OR without a technologist	
	Sending completed images without an RT approval	
	Causing injury to a patient due to gross negligence	
	HIPAA violation	
	Unprofessionalism	
	Other	

Student Name: _____

Date of Incident: _____

Date of Review with Student: _____

Student Signature: _____

Appendix G – Waivers and Consents

Rowan College of South Jersey - Radiography Program

Clinical Rotation Waiver

I understand that the following Clinical Agencies are approved for the clinical rotations of students:

- AtlantiCare: Atlantic City & Pomona
- Inspira: Mullica Hill, Vineland, Elmer, and Bridgeton
- Jefferson: Washington Twp, Stratford, Cherry Hill, and Sewell
- Cape Regional Medical Center, Cape May Courthouse
- Inspira Medical Center: Mannington, Salem
- Atlantic Medical Imaging, Egg Harbor Twp.
- AMI at Inspira – Vineland, Mullica Hill
- Arthritis & Rheumatology Association of South Jersey, Vineland

Additional clinical agencies may be added to enhance the clinical experiences.

Under normal circumstances, students will be assigned to a clinical education center for the first year, from September through July. To provide the students with more educational experiences, they will be reassigned to a new clinical agency for the second year, July through May. In addition, students meeting the minimum requirements will be assigned a rotation in a private imaging center during the second year of education. This arrangement may be subject to change, at the Clinical Education Coordinator's discretion, in the event of changes in approved clinical agency, continual personality conflicts within the department, or at the request of a radiology department administrator.

I understand that I will be assigned to the above clinical agency and that I am responsible for travel means, and other expenses as determined by the site, to and from the clinical agency (or possible relocation) during my clinical assignments.

I agree to comply with this policy.

Date: _____

Printed Name of Student: _____

Signature of Student: _____

Acknowledgment of Radiography Handbook

Student Acknowledgement

As a Rowan College of South Jersey student, I acknowledge the Radiography Handbook and the policies contained within are available to me through the RCSJ Radiography website.

I acknowledge receiving and/or being provided electronic access to the Radiography Handbook and college policies.

I have read these materials and understand all the rules, responsibilities, and expectations. I understand that the Radiography Handbook and program policies may be amended during the year and that such changes would be discussed within a new policy agreement.

I understand that my failure to return this acknowledgment and pledge will not relieve me from being responsible for knowing or complying with program rules, policies, and procedures.

Student Name (Printed)

Signature

Date

Appendix H – Harassment and Discrimination

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Rowan College of South Jersey

Administrative Procedure: 7011

HARRASSMENT AND DISCRIMINATION

All forms of employment and educational harassment and discrimination based on protected categories (see policy *7011 Harassment and Discrimination*) are prohibited. Sexual harassment is a form of unlawful gender discrimination and sexual assault, dating violence, domestic violence, and stalking constitute a violation of federal law.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made a condition of employment or participating fully in the educational experience;
2. Submission or rejection of such conduct is used as a basis for employment or educational decisions affecting the individual; or
3. Such conduct has the purpose or effect of substantially interfering with the work performance of an employee or the educational performance of a student, or creating or maintaining an intimidating, hostile, or offensive environment.

Sexual harassment may include a wide range of obvious and/or subtle comments and conduct. Depending on the circumstances, it may include, but not limited to, repeated offensive or unwelcome sexual advances; subtle or overt pressure for sexual favors; sexual jokes; verbal comments or innuendo of a sexual nature; propositions or advances; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, touching, pinching, or other physical touching; suggestive, insulting, or obscene comments or gestures; and/or display of sexually suggestive objects or pictures. Sexual harassment may include harassment between individuals of the same gender.

Administrative Procedure: 7011 Harassment and Discrimination

Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Sexual misconduct (including domestic violence, dating violence, sexual assault, and stalking) destroys mutual respect and a trusting environment and can bring substantial personal harm to individuals and violates individual rights. Such behaviors will not be tolerated at the College and are against Board policy and constitute a violation of state and federal law. (See policy *7013 Sexual Misconduct and the Rights of Victims*.)

Consensual Relationships

Whenever an employee uses a position of authority to induce another person to enter into a non-consensual relationship, the harm both to that person and to the institution is clear and a violation of law. Even where the relationship is consensual, there is significant potential for harm when there is an institutional power difference between the parties involved, as is the case for example between supervisor and employee, faculty and student, coach and athlete, or academic advisor and advisee. Such relationships may cast doubt on the objectivity of any supervision and/or evaluation provided.

Therefore, consensual romantic and sexual relationships are discouraged. These relationships may be subject to concerns about the validity of consent, conflicts of interest, and unfair treatment of other students or employees. Such relationships can undermine the atmosphere of trust essential to the employment relationship and the educational process. A person involved in a consensual relationship should not have a direct responsibility for evaluating employment or academic performance or for making decisions regarding the promotion, tenure, or compensation of the other party to the relationship.

Other Forms of Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, creed (religion), color, national origin, nationality, ancestry, age, sex (including pregnancy and sexual harassment), marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, or mental or physical disability, including AIDS and HIV related illnesses and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive work or educational environment;
2. Has the purpose or effect of unreasonably interfering with an individual's work or educational performance; and/or
3. Otherwise adversely affects an individual's employment or educational experience.

Harassing conduct includes, but not limited to: epithets, slurs, or negative stereotyping, threatening, bullying, intimidating, stalking or hostile acts; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the College's premises or circulated on the College campus or workplace, including email or the College's computer system.

Bullying and Cyber Harassment

The College is committed to providing a campus free from threats, bullying, intimidation, stalking, and other harassing behaviors. These behaviors may include, but not limited to the following:

1. Repeated, unwanted/unsolicited contact that includes face-to-face contact, telephone calls, voice messages, text messages, online posts, blogging, electronic video and/or photography, electronic mail, instant messages, written letters, unwanted gifts;
2. Verbal or written abuse, threats, harassment, coercion, or any other conduct that places another individual in reasonable fear of his/her safety through words or actions directed at that person, or substantially interferes with the working, educational, or personal environment of the individual; and/or
3. Threatening or persistent offensive communication through the Internet, via email chat rooms or other electronic devices.

Complaint Resolution Procedure: Investigation and Non-Retaliation

The College encourages employees and individuals to utilize the following complaint resolution procedure which is also found under administrative procedure 7001 *Affirmative Action and Equal Employment Opportunity (AA/EEO)* and repeated here:

- Any individual or applicant for employment who has reason to believe that he or she is the victim of discrimination or harassment in any of its many forms, or any individual who has witnessed such conduct, should report such a complaint to the Special Assistant to the President, Diversity and Equity/Title IX and Compliance located in the College Center, telephone number (856) 415-2154 (Gloucester Campus), or to the Director, Diversity and Equity, Title IX, and Judicial Affairs located in the Catherine J. Arpino Education and Humanities Center, telephone number (856) 498-9948 (Cumberland Campus).
- All information regarding harassment complaints will be kept in confidence to the greatest extent practical and appropriate under the circumstances.
- All reports of harassment in violation of this policy will be investigated promptly and thoroughly. An investigation will include meeting with the alleged perpetrator as well as all relevant persons, including the complainant, and other potential witnesses, as appropriate under the circumstances. The results of the

Administrative Procedure: 7011 Harassment and Discrimination

investigation will be communicated in writing to the complainant and the alleged perpetrator simultaneously.

- Supervisory personnel must be alert to evidence of possible ongoing harassing conduct and report such incidents to the Special Assistant to the President, Diversity and Equity/Title IX and Compliance located in the College Center, telephone number (856) 415-2154 (Gloucester Campus), or to the Director, Diversity and Equity, Title IX, and Judicial Affairs located in the Catherine J. Arpino Education and Humanities Center, telephone number (856) 498-9948 (Cumberland Campus). An individual need not personally have been the target of an instance of offensive or harassing conduct in order to report a complaint based on that conduct.
- Any individual who is found after appropriate investigation to have engaged in conduct prohibited by this policy will be subject to disciplinary or corrective action the College considers appropriate under the circumstances, up to and including termination of employment or dismissal from the College's academic program. No individual will be subject to retaliation, intimidation, or discipline as a result of making a good faith complaint of harassment or providing information in connection with another's complaint. The College considers retaliation to be a violation of this policy and urges all individuals to report any incidents of retaliation immediately, in the same manner as any act of harassment. The College will investigate and resolve reports of retaliation in the same manner as any act of harassment (See policy *7017 Conscientious Employee Protection*).
- If, after investigation of a complaint of harassment, it is determined that either the complainant, or any other person providing information during the investigation, intentionally and knowingly provided false information regarding the complaint, such individual will also be subject to disciplinary or corrective action the College considers appropriate under the circumstances, up to and including termination of employment or dismissal from the College's academic program (See policy *7009 Employee Conduct and Work Rules*).
- If the validity of the complaint cannot be determined, immediate and appropriate action will be taken to assure that all parties are reacquainted with the policy.
- After the close of the investigation and after any remedial actions have been taken, the Special Assistant to the President Diversity and Equity/Title IX and Compliance located in the College Center, telephone number (856) 415-2154 (Gloucester Campus), or to the Director, Diversity and Equity, Title IX, and Judicial Affairs located in the Catherine J. Arpino Education and Humanities Center, telephone number (856) 498-9948 (Cumberland Campus) may follow up at least twice with the complainant to ensure that no harassment or retaliation is occurring or to prevent the recurrence of harassment.

- Any criminal assault or battery, sexual or otherwise, will be reported to the appropriate authorities.

The Complaint Form may be found on the College website, on the Gloucester Campus in the Office of Diversity and Equity located in the College Center, or on the Cumberland Campus in the Administrative Offices located in the Catherine J. Arpino Education and Humanities Center.

Area: Human Resources
Approved: 07/01/19, 09/15/20
Revised: 03/08/22

President's Authorization: *Frank Keating*

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *7001 Affirmative Action and Equal Employment Opportunity (AA/EEO); 7009 Employee Conduct and Work Rules; 7011 Harassment and Discrimination; 7013 Sexual Misconduct and the Rights of Victims; and 7017 Conscientious Employee Protection (Whistleblower)*

Rowan College of South Jersey Administrative Procedure, *7001 Affirmative Action and Equal Employment Opportunity (AA/EEO)*

Administrative Procedure: 7011 Harassment and Discrimination

Appendix I – Reporting Allegations of Sexual Assault Resource Referrals (8/2021)

Cumberland Campus

There are multiple safe places for students to report allegations of sexual assault, both on and off campus. Reports of sexual assault can be made to any of the following offices listed in the chart below.

All students are encouraged to report alleged crimes on campus.

Employees must report crimes that pose an immediate threat to the campus Security Office, the local Police Department or the Sheriff's Office.

Service	Resource	Phone Number/Location/Website
<p>Non-Confidential Reporting</p> <p>Law Enforcement</p>	<p>Vineland Police Dept. Millville Police Department Cumberland Co. Sheriff's Office Cumberland County Emergency Services Cumberland Campus Security 856-200-4706 (Direct)</p>	<p>856-691-4111 856-825-7010 856-451-4449 9-1-1</p> <p>Andres Lopez, Director Safety and Security 856-200-4706</p>
<p>Non-Confidential</p> <p>On-Campus Reporting Support Services</p>	<p>Almarie J. Jones Special Assistant to the President Diversity and Equity, Title IX and Compliance Nathaniel Alridge, Jr., JD, Director Diversity and Equity, Title IX and Judicial Affairs</p> <p>Kellie W. Slade Executive Director Student Services, Student Life</p>	<p>856-415-2154 Gloucester Campus College Center, Room116 ajones@rcsj.edu 856-498-9948 Catherine J. Arpino Education and Humanities Center, nalridge@rcsj.edu 856-200-4615 Student & Enrollment Services Center kslade@rcsj.edu</p>
<p>Confidential On-Campus Counseling and Support Services</p>	<p>Student Counseling and Wellness Center Ruby Aparicio-Pagan, LCSW</p>	<p>Academic Building – 1st floor 856-200-4760 rapraccio@rcsj.edu</p>
<p>Confidential Off-Campus Full-Service Support</p>	<p>Center for Family Services – Services Empowering Rights of Victims (SERV)</p>	<p>24/7 Hotlines Cumberland Co. – 1-800-225-0196 www.centerffs.org/serv</p>
<p>Hospital Sexual Assault Nurse Examiner on Site</p>	<p>Inspira Medical Center Vineland</p>	<p>1505 W. Sherman Ave., Vineland, NJ 856-641-8000</p>