Radiologic Technology

HUNTER BUSINESS SCHOOL

BUSINESS • HEALTHCARE • TECHNOLOGY

Student Handbook 2023-2024

Hunter Business School
Levittown Campus

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INTRODUCTION TO HBS & YOUR RT PROGRAM

Message from the Radiologic Technology Program Chair

Dear Radiologic Technology Students,

Welcome to the Radiologic Technology Program at Hunter Business School! You have chosen a very exciting, challenging, and rewarding profession. The student is the center of our focus, where diversity, and individuality in student and faculty are sought, valued and nurtured. We applaud your desire to enter this dynamic and rewarding profession of Radiologic Technology.

In your course of study, we hope to provide you with the skill, knowledge, and attitude to deliver quality patient care as a valuable member of the health care team. Working and learning together over the next 16 months should be an exciting and rewarding experience. We look forward to working with you on your way to success!

The purpose of this handbook is to share information concerning policies, procedures, and requirements to successfully complete this program. Rad Tech students are expected to abide by all policies outlined in the handbook. Read this handbook carefully. It will serve as a valuable reference guide for the RT program.

Successful completion of this program will require many long hours of study and preparation. We will assist you, to the best of our ability, in achieving your professional goals. If you have questions concerning any specific policy or procedure, please feel free to consult with me or any members of our RT team.

Once again, congratulations on your excellent career choice.

Sincerely,

Abe Najjar

Abe Najjar, MHA, BA, RT (R)
Program Chair

Administrative Staff

Jay Fund, MSW
President

Erica Bider
Campus Director (Levittown)

Steven Schenkman
Director of Corporate Development

Ryan Howell
Director of Education

Abe Najjar, MHA, BA, RT (R)
Program Chair

Aggie Montalvo, BS, RT, (R)
Clinical Coordinator & Faculty

Jada Williams
Admissions Representative

Leadership Roles in the RT Program

Program Chair

The Program Chair is responsible for the Program curriculum as well as supervising the day-to-day operations of the RT Program. The RT Program Chair reports to the Campus Branch Director of Education & Campus Director of Hunter Business School. In addition to teaching duties, the Program Director provides leadership and supervision to program faculty and staff, is responsible for advising students, developing, and implementing new curricula, and evaluating overall program effectiveness and outcomes. The RT Program Chair also supports other Hunter Business School departments, administration, and faculty in related school initiatives.

Faculty Instructors

The RT Instructor will teach didactic and laboratory courses in a manner that enables student learning and mastery of course material in the RT program. Hunter's RT instructors are rigorously evaluated prior to joining the training staff. They are knowledgeable experts in their individual fields and have proven their skills as expert trainers. RT instructors are dedicated to helping each student succeed through individualized instruction, mentoring, and the creation of class projects that can be used as models for real-world projects after training is complete.

Hunter Business School's Mission

Hunter Business School's mission is to provide students with the opportunity to receive a high-quality education for the career best suited to their abilities, interests, and ambitions in an educational environment characterized by high expectations and staffed by professionals who are knowledgeable, compassionate, creative, supportive, and effective. As a result, we can provide the best training that enables our students to enter or enhance their careers in the shortest amount of time without sacrificing the quality and depth of the training experience.

History & Philosophy

Hunter Business School was founded in 1972 for the purpose of providing quality career training through intensive and innovative programs. The original mission was expanded in 1999 to include a change of ownership and new programs in medical assisting and computer technology. In keeping with this mission, we have added sonography (ultrasound) and practical nursing, programs to complement Hunter's existing offerings. Hunter Business School's mission is viewed as a living, organic expression of potential growth, but still at root remains essentially the same.

Hunter Business School's Core Values

The following Core Beliefs are held and supported by Hunter Business School and are reflected in the work of Hunter employees:

- **Worth:** Every individual has inherent worth.
- **Success:** Lifelong learning is essential for success in a changing society.
- **Ethics:** Ethical conduct is fundamental to sustaining our institution.
- **Responsibility:** Individuals are responsible for their choices and actions.
- **Student Learning:** Students learn at different rates and in different ways.
- **Excellence:** Excellence is achievable and always worth the investment.
- **Effective Communication:** Effective communication is accomplished through clear and concise methods to engage our stakeholders and accelerate our work.
- **Self Esteem:** Self Esteem is directly related to individual success.
- **Diversity**: Embracing cultural diversity strengthens the school community.
- **Sharing:** Education is the shared responsibility of the institution's leadership, students, government and community.
- **Culture:** The culture of an organization is a major factor in shaping individual attitudes
- and behaviors.
- **Flexibility:** Willingness to change is necessary for continuous improvement.
- **Shared Values:** Values and common goals are integral to a healthy organization.

Accreditations, Approvals & Memberships

- Hunter Business School (HBS) is registered & licensed by the New York State Department of Education, Bureau of Proprietary School Supervision (NYSED, BPSS).
- HBS is regionally accredited by the Middle States Association of Colleges and Schools, Commission on Secondary Schools (MSA-CESS).

- The Radiologic Technology (RT) Program is approved by the New York State BPSS and the Department of Health (NYSDOH) and is accredited with the Joint Review Committee on Education in Radiologic Technology (JRCERT). HBS's RT Program is also recognized by The American Registry of Radiologic Technologists, (ARRT).
- Practical Nurse (PN) program is registered by the NYS Professional Education Program Review unit in the Office of the Professions and has met the Department's standards for accreditation of the Board of Regents and the Regulations of the Commissioner of Education. (Levittown Campus).
- Diagnostic Medical Sonography (DMS) program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) (Medford Campus).
- The Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB).
- HBS is an eligible Institution for the training of students from Adult Career and Continuing Hunter Business School (HBS) is registered & licensed by the New York State Department of Education, Bureau of Proprietary School Supervision (NYSED, BPSS).
- Educational Services (ACCES-VR).
- Approved by New York State Division of Veterans' Affairs.
- Member of the Levittown & Medford Chambers of Commerce.
- Approved by New York State Division of Veterans' Affairs

Facilities & Locations

Hunter's facilities in both its Levittown and Medford, New York locations are designed to fulfill the purposes and outcomes of all its programs by providing an atmosphere conducive to learning. All areas, both instructional and non-instructional, are safe, clean, well-maintained, and in compliance with all applicable laws, building codes, and health and safety regulations. With more than 40,000 square ft. and 34 large classrooms, Hunter's facilities provide the perfect atmosphere for learning.

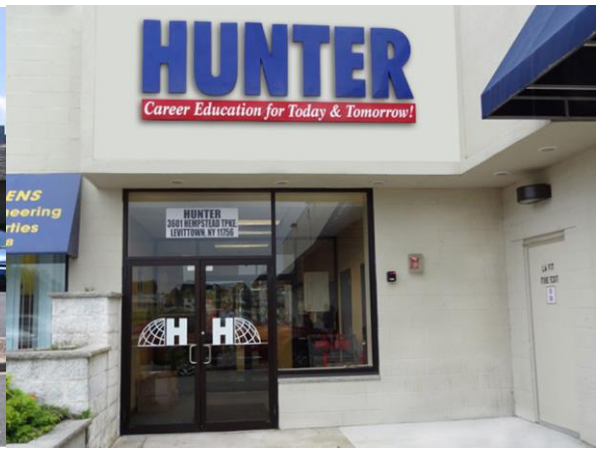
Within HBS's Levittown facility there are 14 classrooms. Of these classrooms, three large rooms are designated for nursing classes and the nursing lab. Classrooms are set up in a traditional classroom style with tables and /or table desks. Existing classrooms accommodate up to 27 students. The computer labs accommodate approximately 24 students with individual computers and Internet access. Additionally, the nursing department is allocated 40 laptop computers for student use during the program. All classrooms have been approved by the New York Education Department's Bureau of Proprietary School Supervision (BPSS).

The RT Facility

The RT facility has a fully equipped laboratory and classroom to support its program's mission, goals and student learning outcomes. The facilities include office space for the Program Director, Clinical Coordinator, Adjunct Faculty, small reception and workroom area, and a large dedicated classroom that provides an adequate learning environment for students and sufficient space to

accommodate lecture style seating and room for small group activities. Importantly, the RT facility also contains a dedicated, energized laboratory with attached room containing three PACS systems. The RT facility also houses a dedicated, non-energized laboratory and a non-energized portable x-ray machine both for position practicing and testing. A small resource and computer area are also available for student use.

Medford Campus
3247 Route 112, Bldg. 3, Suite 2
Medford, NY 11763
631-736-7360



Levittown Campus
3601 Hempstead Turnpike
Levittown, NY 11756
516-840-2163

Radiologic Technology Program Mission Statement

The mission of Hunter Business School's Radiologic Technology Program is to provide a quality and comprehensive educational experience that graduates qualified professionals who have acquired the knowledge, skills, abilities, and behaviors necessary to successfully function as entry-level radiographers certified by the American Registry of Radiologic Technologists (ARRT) in the State of New York and provide quality radiographic care in the health care community.

Radiologic Technology Program Philosophy

The philosophy of the Radiologic Technology program at Hunter Business School (HBS) supports and assists in the implementation of the overall mission of both the Institution and RT program. HBS believes that Radiologic Technologists are an integral part of the health care team. As multi-skilled health care professionals, they provide direct patient care.

To that end, Hunter provides rich learning experiences and resources that prepare competent entry-level Radiologic Technologists with the knowledge, skills, and abilities necessary for the successful practice of Radiologic Technology. HBS's RT program graduates become emissaries to the community entering into the workforce as well-trained RT personnel and improve the neighboring and regional communities.

Hunter is sincerely committed to achieving goals in the communities of interest our RT program serves, which are broad, yet closely interrelated. They include students, graduates, clinical instructors, employers, physicians, and patients.

The Radiologic Technology program prepares students for entry level careers in Radiography thus contributing to the health care of the community and supplying qualified graduates for the Long Island and New York Metropolitan area medical community workforce. In order to ensure that HBS's RT program continues to fulfill its purpose, it is expected that our RT program graduates will be able to:

- Meet the entry-level competencies as identified by recognized State and National professional membership organizations, certifying and accrediting agencies.
- Be prepared to successfully obtain industry accepted Radiologic Technology credentials.
- Display professional and ethical standards of practice in a variety of healthcare situations.
- Maintain currency within their field through certification and continuing education and value the importance of life-long learning to maintain and promote professional responsibility and accountability.

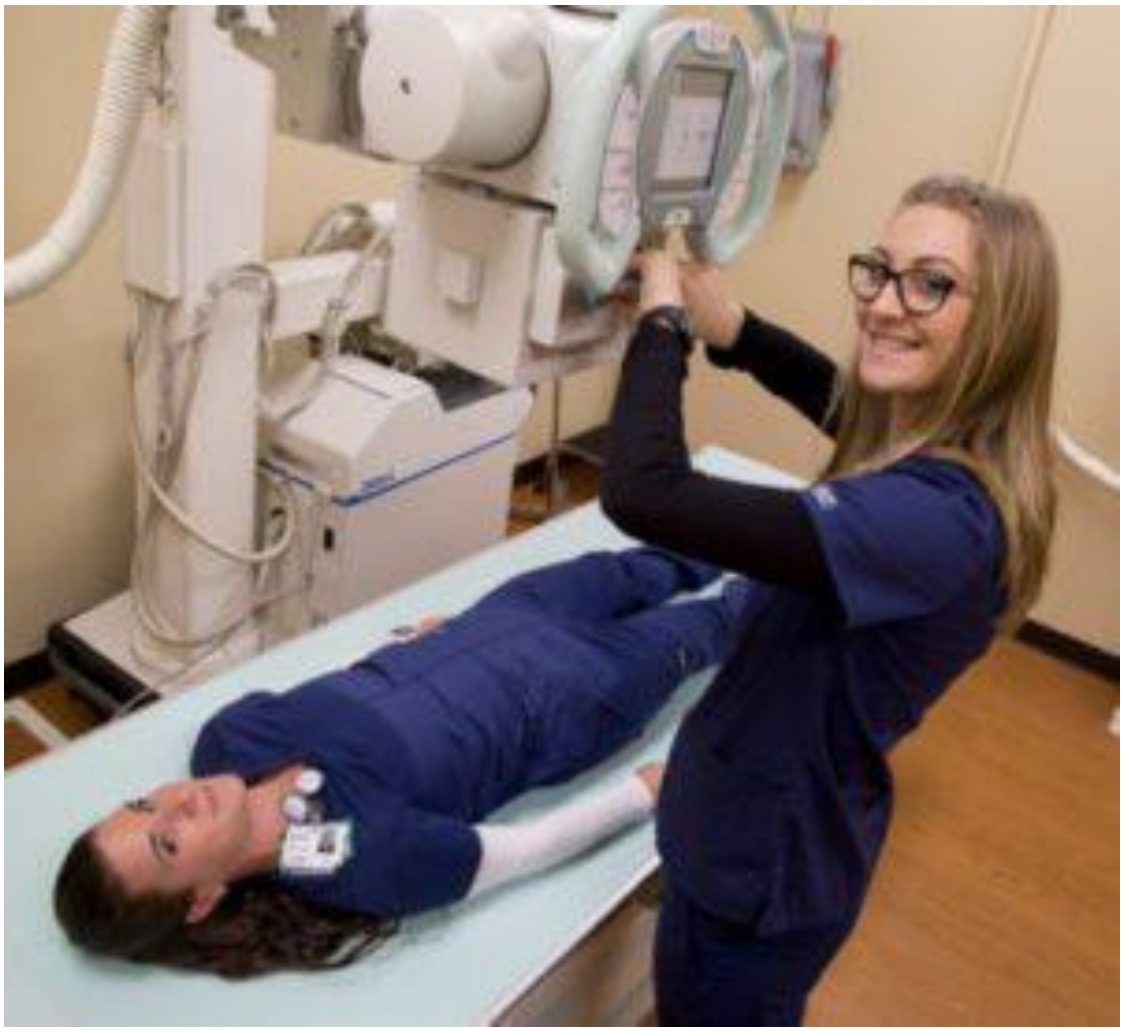
The standards of practice and educational competencies of Radiologic Technology which form the foundation of curriculum development and the selection of learning experiences for students are based on the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Radiologic Technology Program Goals

The RT program enables the Radiologic Technology Department and HBS to achieve its mission by preparing competent entry-level Radiologic Technologists in the competencies as identified by recognized State and National professional membership organizations, certifying and accrediting agencies required for professional practice. It accomplishes this by working to meet the following program goals:

1. Graduating competent entry level Radiologic Technologists into the community who have adopted healthy, safe, ethical and professional behaviors representative of a Radiologic Technologist including effective verbal, nonverbal, written, and technical communication skills in patient care intervention and professional relationships.
2. Providing academic and clinical settings which stimulate student learning.
3. Demonstrate clinical competence by performing a full range of radiologic procedures on all patient populations.
4. Preparing students to successfully pass the national registry examination administered by the American Registry of Radiologic Technologists (ARRT) required for practice in NYS.
5. Preparing our RT students to understand the full spectrum of employment possibilities for their chosen field and to successfully accomplish their personal career goals by helping them meet the diverse requirements that their career choices demand.
6. Assisting students in employment placement before or following graduation.
7. Meeting or exceeding all criteria and standards defined by the New York Department of Education Board of Health, MSA-CESS & JRCERT.
8. Organizing and maintaining an Advisory Committee which consists of persons actively engaged in, or supports, the practice of Radiologic Technology.
9. Updating, revising, or modifying curriculum when identified as necessary by students, faculty, administrators, community, Radiologic Technology professionals and Advisory Committee.
10. Maintaining industry standard equipment and laboratory facilities.

11. Emphasizing the importance of membership in national, regional, and state related professional organizations.
12. Preparing graduates to display professionalism and cultural sensitivity while interacting and communicating with providers, staff, and patients.
13. Preparing graduates to participate as team members within various settings of the health care delivery system.
14. Preparing graduates to synthesize basic critical thinking and problem-solving skills to provide safe, effective therapeutic health care in the performance of radiographic procedures.
15. Demonstrate competence in the use of healthcare technology, information systems, and communication devices that are relevant to RT practice.
16. Understand the importance of professional growth and development.



Overview of the Program

RADIOLOGIC TECHNOLOGY PROGRAM 2023-2024

Hunter Business School's Hybrid Radiologic Technology program provides the graduate with the knowledge, skills, and attitudes needed to function as a Radiologic Technologist. The Radiologic Technologist uses radiation to produce images of various parts of the body to aid in the detection of injury or disease.

The hybrid program is 2,080 hours in length, built across four semesters, and takes 16 months to complete. It is taught through a combination of synchronous learning (online or distance education that happens in real-time with your instructor), traditional, in-class, face-to-face training to successfully learn and complete all required lab skills and other hands-on competencies, and clinical externship required for employment within the medical community. The program begins by introducing students to the fundamentals of Radiologic Technology, anatomy and physiology, medical terminology, radiographic procedures, and an immediate introduction to the clinical arena set the foundation for the program. Patient care, radiation protection, image analysis & pathology are incorporated into the educational experience.

As the program progresses, there will be learning modules that expose students to opportunities that they may pursue in their new profession. This includes courses that highlight medical imaging pathways, the principles & fundamentals of mammography, and cross-sectional anatomy as seen in MR and CT images, while primarily focusing in the identification of normal anatomy in 2 & 3 dimensional planes. Comprehensive clinical experiences are offered to supplement classroom discussions. Ethics in this profession is also explored. Graduates of HBS's RT program are eligible to sit for the national boards given by The American Registry of Radiologic Technologists (ARRT). This examination satisfies the NYS licensure requirements.

Course #	Course Title	Hrs.
	Semester 1	
ORAD:101	Introduction to Radiography	45
RAD:102	Radiographic Procedures 1	60
RAD:102A	Radiographic Procedures LAB 1	15
RAD:103	Radiographic Physics & Principles	45
ORAD:104A	Anatomy & Physiology I	45
ORAD:105	Medical Terminology	45
RAD:106	Patient Care in Radiologic Technology	45
RAD:107	Clinical Practicum 1	216
	Semester 2	
RAD:201	Principles of Exposure	45
RAD:202	Radiographic Procedures 2	60
RAD:202A	Radiographic Procedures LAB 2	15
ORAD:203	Ethics & Legal Implications	45
RAD:204	Rad Bio & Patient Protection	60
ORAD:205	Specialization in Rad Tech	45
ORAD:104B	Anatomy & Physiology II	45
RAD:206	Clinical Practicum 2	216
	Semester 3	

RAD:301	Digital Radiography	45
RAD:302	Radiographic Procedures 3	60
RAD:302A	Radiographic Procedures LAB 3	15
ORAD:303	Pathology	45
ORAD:304	Cross sectional Anatomy for CT/MR	45
RAD:305	Clinical Practicum 3	280
	Semester 4	
RAD:401	Radiographic Image Analysis	45
RAD:402	Radiographic Procedures 4	60
RAD:402A	Radiographic Procedures LAB 4	15
ORAD:403	Principles & Fundamentals of Mammo	45
ORAD:404	Principles & Fundamentals of CT	45
RAD:405	Clinical Practicum 4	288
RAD:406	Registry Review	45
TOTAL		**2080**

Radiologic Technology Program Student Learning Outcomes

The Radiologic Technology Program will attain its Program Goals through the success of its students who will have achieved the following Student Learning Outcomes:

1. Apply position skills
2. Select optimum technical factors required for the routine and non-routine patient
3. Practice radiation protection
4. Demonstrate written and oral communication skills
5. Competently perform procedures for the non-routine patient
6. Critique images to determine diagnostic quality
7. Demonstrate professionalism and good work ethics
8. Provide quality patient care
9. Understand the value of life-long learning

Radiologic Technology Program Performance Goals

1. To provide the graduate with the knowledge, skills, & attitudes needed to function as a Radiologic Technologist who, as a member of the profession, provides safe & competent care.
2. To retain at least 75% of admitted students.
3. To have at least 75% of the graduates who seek certification achieve success on their first attempt.
4. To receive a satisfactory rating of the educational experience from at least 85% of the graduates.
5. To have at least 75% of the graduates employed in a healthcare setting as a Radiologic Technologist within six months of graduation.

Radiologic Technology Program Accreditation

Hunter Business School's Radiologic Technology Program is accredited by the Joint Review

Committee on Education in Radiologic Technology (JRCERT).

> According to JRCERT, "*Accreditation is the process to ensure that school, post-secondary institutions, and other education providers meet, and maintain minimum standards of quality and integrity regarding academics, administration, and related services. The Council of Higher Education Accreditation (CHEA) defines accreditation as "A review of the quality of higher education institutions and programs. In the United States, accreditation is a major way that students, families, government officials, and press know that an institution or program provides a quality education."*

Recognition by JRCERT qualifies our program's graduates for eligibility to apply for and take the certification exam offered by the American Registry of Radiologic Technologists (ARRT) required for NYS license to practice as an RT.

The JRCERT is the only agency recognized by the United States Department of Education and the Council on Higher Education Accreditation for the accreditation of programs in radiography. The JRCERT awards accreditation to programs demonstrating substantial compliance with STANDARDS established by the JRCERT. JRCERT Standards of Accreditation for Radiography programs can be viewed at: https://www.jrcert.org/programs-faculty/jrcert-standards/

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Dr., Suite 2850
Chicago, IL 60606-31892, 312-704-5300
E: mail@jrcert.org

ARRT RT Program Recognition

The American Registry of Radiologic Technologists, (ARRT) also recognizes Hunter's RT program through its status as a regionally accredited Middle States institution. Therefore, graduates of Hunter Business School's Radiologic Technology program are also eligible to sit for the exam given by the ARRT. The ARRT examination satisfies New York State's licensing requirements to practice as a licensed RT in NYS. NYS licenses are issued by the New York State Department of Health (NYSDOH) upon passing the ARRT Certification Exam.
https://www.arrt.org/about-the-profession/learn-about-the-profession/recognized-educational-programs

ARRT Certification

The radiography credentialing examination is administered by the American Registry of

Radiologic Technologists (ARRT). Radiologic Technology students who successfully complete all academic and clinical requirements, as determined by the Program Director, are eligible to sit for this exam. **A minimum passing score of 75% is required.** Any student who has a felony or misdemeanor charge on their record will be required to disclose that information to the ARRT. A request can be made for an ethics review through the ARRT (www.arrt.org). The ARRT will determine if the student is eligible to sit for the exam.

PROGRAM POLICIES

Attendance

See pages 19-20 in the Hunter Business School Student Handbook for policies related to Attendance. Also see pages 15-19 regarding important polices related to the impact attendance has on meeting SAP (Satisfactory Academic Progress, Financial Aid, and Financial Aid and Academic Probations.

State Licensure

The State of New York requires that all persons who operate x-ray equipment (excluding students in training) be certified by the state Certification can be obtained by successfully passing the ARRT Exam, submitting an application, and paying a fee. Further information on State Licensure can be found at:

https://www.health.ny.gov/professionals/doctors/radiological/

Ethical Standards and Professional Titles

ARRT Standards of Ethics

https://www.arrt.org/docs/default-source/Governing-Documents/arrt-standards-of-ethics.pdf?sfvrsn=12

Radiologic Technologist, Radiographer, and RT(R) are terms and letter designations that may be used by persons having successfully completed the credentialing exam administered by the American Registry of Radiologic Technologists (ARRT).

No student, hospital employee or other person, whether State of New York licensed or not, is entitled to use these professional designations or initials indicating successful completion of the ARRT examination.

Radiologic Technology students wearing identification or using these designations as a student, employee or in any other capacity will be immediately suspended from the educational program in Radiologic Technology until it can be determined that the practice has been discontinued.
Students should be aware that such practices as herein described may result in a violation of the ARRT Standards of Ethics. If it is determined that the student is in violation of the Standards, eligibility to sit for the ARRT examination may be jeopardized.

Program Faculty & Advisement

The Radiologic Technology Program curriculum assesses affective, cognitive, and psychomotor domains and is based on objectives established by the American Society of Radiologic Technologists (ASRT).

For polices related to Academic Counseling and Advisement please see Hunter Business School's School Catalog and Student Handbook for information that outlines accessibility to all Student Services, as well as Requests for Reasonable Accommodations policy.

Progression in the Program
The student is expected to maintain enrollment and complete all RAD courses. Each RAD course has required prerequisites as listed in the School Catalog. The student is responsible for fulfilling prerequisite requirements before progressing through the curriculum.

While enrolled in the program, if a student withdraws or fails a course that is a prerequisite for the next semester, it is the student's responsibility to contact the Program Director to discuss readmission procedures. Any student that withdraws or fails must return the program issued radiation monitor to the Program Director. Failure to do so will result in a data hold being placed on the student's school account.

The Radiologic Technology Program Director may require repetition of any courses in which the student's competencies have not been maintained. All returning students must repeat the clinical course of the semester which they are returning, regardless of previous grade earned. Clinical competencies achieved in previous semesters may need to be repeated if deemed necessary by the program. The student will be placed in a clinical rotation at the discretion of the program.

Student Calendar of School Closings

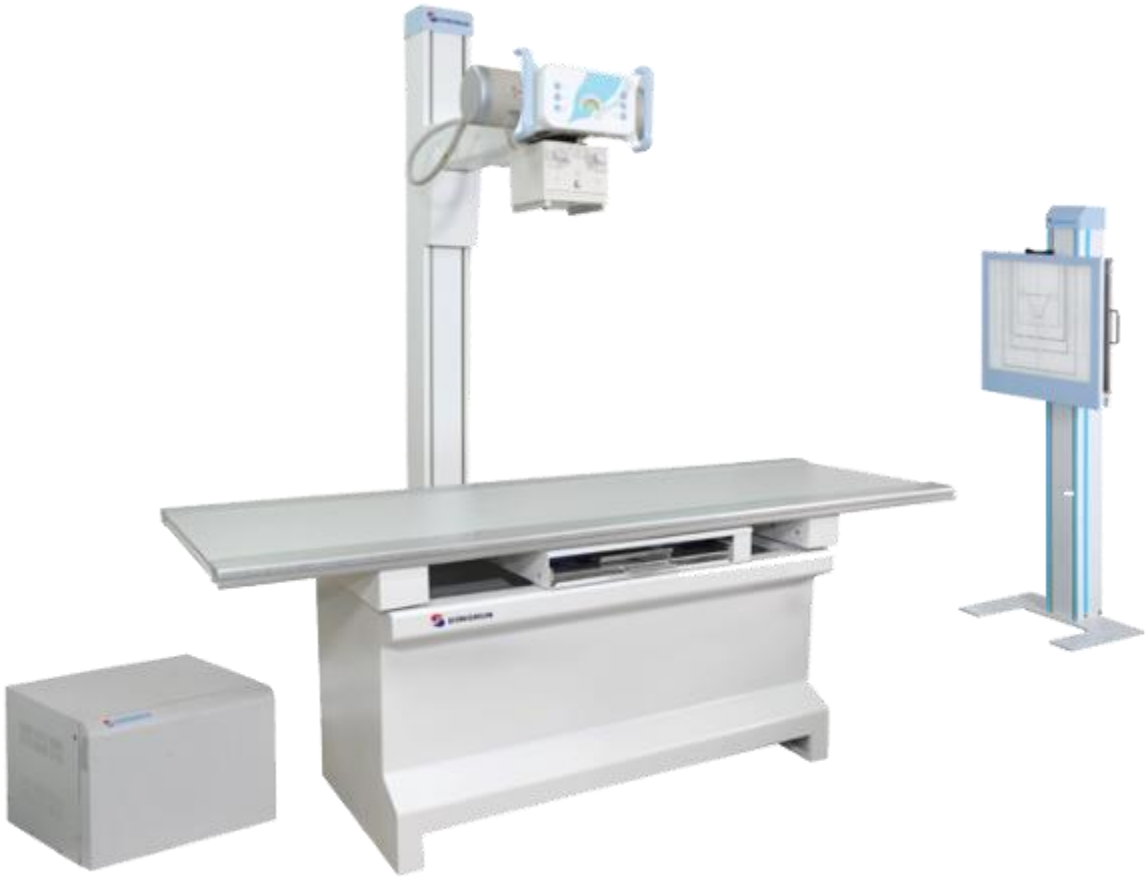
Holidays	**2023**	**2024**
New Year's Day	January 2	January 1
Martin Luther King Day	January 16	January 15
President's Day	February 20	February 19
Good Friday	April 7	March 29
Memorial Day	May 29	May 27
Juneteenth	June 19	June 19
Independence Day	July 4	July 4
Labor Day	September 4	September 2
Rosh Hashanah	XXXX	October 3
Yom Kippur	September 25	XXXX
Columbus Day	October 9	October 14
Veteran's Day	November 10	November 11
Thanksgiving	November 23	November 28
Thanksgiving Day After	November 24	November 29
Christmas Recess	December 24 - January 1, 2024	December 24 - January 1, 2025

Evening Students: 2023 Independence Day Recess - July 3, 2023 - July 7, 2023
2024 Independence Day Recess – July 1, 2024 - July 5, 2024

School Hours of Operation: Monday through Thursday 8:30 a.m.-10:00 p.m., Friday 8:30 a.m. - 3:30 p.m.
Closed Saturday & Sunday

Weather Closings: The closing of Hunter Business School in inclement weather will be announced on our website at: ***HUNTERBUSINESSSCHOOL.EDU***, and our FACEBOOK Page. In addition, a message will be posted on the school's answering machine with the most up-to-date information.

CLINICAL EDUCATION PLAN & CLINICAL POLICIES



Attendance Philosophy

Each student is expected to attend class and clinic regularly in order to achieve the maximum benefit from educational activities. Each student is responsible for all class work missed regardless of the reason for absence. The student must be aware that class/lab absences may adversely affect the student's ability to perform successfully in clinic due to the correlation of classroom theory to clinical application of skills. The standards of performance are defined throughout this handbook and in the course syllabi.

Please see Attendance polices in HBS Student Handbook and HBS School Catalog.

Radiologic Technology, like other health professions, is different from most service industries in that illness has no concept of time and thus requires round the clock availability of personnel. **Diagnostic imaging also has the potential to affect the well-being of patients since medical diagnosis and treatment often rely on radiographic findings.**

Attendance at clinic internship during regularly scheduled hours is critically important since appropriate supervision of the student to accomplish the learning and performance objectives in accordance with guidelines can be completed only when certain supervisory and teaching

personnel are present. Also, proper rotation and variety of studies are available primarily during these times. Students, whether Juniors or Seniors, are assigned specific internship days and times.

All instances when a student is not on site during the assigned days and times will be considered an "occurrence" (see below for definition of an occurrence) and must be made up.

Students cannot miss clinical experiences and gain the knowledge needed to complete course objectives and requirements. The acquisition of knowledge and skill in Radiologic Technology is cumulative both in theory and lab/clinical education; therefore, attendance and participation are expected.

Primary consideration of an employer when deciding on the desirability of a prospective employee is dependability. Therefore, specific attention is given to the punctuality and attendance of students, in both classes and clinic. Dependability in these areas is considered an important part of the program to develop responsible and professional diagnostic imaging professionals.

Students are never scheduled in excess of 40 hours per week combined for courses and clinic.

Clinical Attendance, Lateness & Professional Attire

The following policy will apply to all clinical internship rotations:

Occurrence

Any instance when a student is not present during their assigned clinical days/times. The following instances will be considered an occurrence:

- **Absence**: Failure to report to clinical site for entire day.
- **Tardiness**: Arrival to clinic after the assigned time.
- **Leaving early**: Leaving clinic before designated departure time.
  Students are scheduled for clinic 216 hours during RAD107 and RAD206; 280 hours during RAD305; 288 hours during RAD405.
- Any student that arrives **later than 30 minutes** from their scheduled start time, will be **marked absent** for that day.
- **Three clinical latenesses** during any semester will be the equivalent of **1 absence**. Lateness will be recorded as any clock-in time which is later than the scheduled clinical start time.
- Students are prohibited from working through their lunch break to leave early.
- If, for any reason, the student **leaves clinic earlier** than their scheduled end time, the **s**tudent will be **marked absent** for that given day.
- If a student is going to be late or absent from clinic, they must notify the Clinical Coordinator immediately and inform their clinical site of their status.
- **If the student misses more than three clinical days in a semester, they will be put on clinical probation** (exception Covid quarantine).
- ALL clinical absences will be accounted for, and students must make up any missed days in the same semester before progressing into the following semester if applicable.
- Make-ups must take place at the clinical site the student is attending **ONLY**.
- Make-ups during holidays are not allowed.

Any student who fails to complete 100% of his/her assigned clinical time each semester including required make-up hours for missed time will receive an "F" grade for clinic.

1. If an occurrence is unavoidable, it MUST be reported (by phone, email or text) to the **clinical site, Program Director** and **Clinical Coordinator**, at least one hour prior to the student's scheduled time.

2. All occurrences not reported to the **clinical site**, **Program Director,** and **Clinical Coordinator** at least one hour prior to the time the student is scheduled for clinic may result in a reduction of student's clinical grade. It is the program's expectation that clinical occurrences **DO NOT** happen.

Trajecsys

Clinical attendance is logged and monitored using Trajecsys, a web-based clinical reporting system. Students are required to clock in and out via Trajecsys upon arrival to, and departure from, their clinical site. Students are also required to clock in and out before and after their lunch break or the break closest to the midpoint of their shift.

All Trajecsys clock-ins and clock-outs must be performed within 50 feet of the clinical facility, using a GPS-enabled mobile device. Clinical sessions will start exactly on the assigned hour, and students are expected to be on time. A student is considered late if their Trajecsys clock-in is recorded any time after the scheduled shift start time (for example, if the shift is scheduled to start at 8:00 a.m., a student who clocks-in at 8:01 a.m. or later will be marked late for that day). Excessive tardiness is considered unprofessional conduct and will not be tolerated and may result in the student's termination from the program.

If a student must leave early from their rotation for any reason, they must inform their assigned clinical instructor or supervisor/preceptor AND either their Program Director or Clinical Coordinator. This student will be marked absent for that day. Repeated infractions of this type are grounds for termination from the program.

Any attempt to alter or falsify an attendance record shall be considered unethical & unprofessional conduct & may be grounds for dismissal from the RT program.

Exceptions

In the event of any exceptions (e.g. the Trajecsys attendance logging feature is down), students are required to send a message to the Clinical Coordinator via e-mail notifying them of the issue. The student's "time exception" record will be approved once the Clinical Coordinator verifies student's attendance. If a student does not send the required message at the scheduled time, the exception will be considered a failure to clock in or out.

Time Exception for the Failure to Clock-In or Out

Students may use the Trajecsys "Time Exception" feature when they fail to clock-in or out up to three times per quarter for the beginning and end of their shift, and three times per quarter for their lunch or midpoint break. A student's grade on the Clinical Coordinator's Final Evaluation will be impacted if the student exceeds the maximum number of allowed Time Exceptions.

Failure to submit a true and accurate time exception record on Trajecsys for the purpose of "Clock In" or "Clock Out" shall be considered a violation and will result in forfeiture of one clinical education day that must be made up after the scheduled clinical rotation completion date.

Inclement Weather

Students are not required to report to clinic when the Hunter's Campus is CLOSED for inclement weather. When the Campus opening is delayed (ex: opens at 10 a.m.) students may report to clinic at that time as per decision of the Program Director and Clinical Coordinator, and if the Campus closes early for inclement weather, students will be dismissed from clinic at that time as per decision of the Clinical Coordinator and the Program Director. Students will have to make up the missed hours during a designated scheduled make up time.

Evaluation of Professionalism

A student's grade on the Clinical Coordinator's Final Evaluation which assesses professionalism and other traits, will be impacted by occurrences.

Serious Injury or Illness

If a student has multiple occurrences due to a serious injury or illness, a statement from a healthcare provider verifying that the student can return to clinic will be required. The Clinical Coordinator will determine if the student will be able to meet clinical objectives based on time missed or extent of illness or injury. The student may request a medical withdrawal through the Program Director.

Attendance Records

Incomplete or falsified attendance records may result in an "F" grade for that semester regardless of student's performance in other internship areas due to expectations in regards

Miscellaneous Policies

1. **Discretionary Time**
   Discretionary Time is NOT allowed. This is defined as any internship time that is a variation of a student's regularly assigned internship schedule. Examples of Discretionary Time not allowed are: "a student wanting to leave internship early or come in early, and clinic instructor or other radiology staff personnel giving student permission to vary internship time other than that which has been assigned."
2. **Banking Time**
   Banking Time is NOT allowed and is defined as follows: When a student chooses to do internship time in advance of an anticipated occurrence.
3. **Internship Shift**
   Internship shifts may vary at the discretion of the clinical site. However, during an internship shift a student must be in attendance at the clinic site for not less than eight hours.
4. **Voluntary Time**
   Students will NOT be permitted to attend clinic on voluntary time (ex: holidays, winter break, weekends, spring break, etc.).
5. **Lunch Breaks**
   Students will be given a 60-minute lunch break during internship. Lunch schedules will be determined by the clinical instructor or department supervisor on a daily basis.

Dismissal from Clinic

If a student is dismissed from clinic by the clinical instructor and/or staff, the Clinical Coordinator and/or Program Director must be contacted immediately. A reason for the dismissal must be documented and the student's clinical grade shall be affected adversely. If a student leaves clinic early due to any reason, the Clinical Coordinator MUST be contacted as stated above in item #1 under "Clinical Attendance".

Correlation of Clinical & Didactic Education

The clinical experience is correlated with didactic instruction. Each student will rotate through a variety of radiographic rooms each semester. Students are assigned room rotations and/or assigned to a technologist on a rotating basis.

The students' psychomotor skills are evaluated by their performance in both clinical and laboratory experiences, including practice exams, competencies, and simulations.

The students' cognitive skills are evaluated in the classroom through exams, projects, and written and oral reports. Clinical education incorporates all concepts taught in theory in the classroom. It is imperative that the knowledge and skills acquired in the classroom are reinforced and applied in the clinical setting. The Clinical Coordinator supervises and assesses students on their ability to correlate clinical and didactic education. Clinical instructors who are staff technologists also play a critical role in providing feedback on students' progress.

A student may not attempt to achieve clinical competency until he/she has successfully passed lab in the appropriate Procedures LAB courses (i.e. RAD102A, RAD202A, RAD302A, and RAD402A) for a given examination.

Direct and Indirect Supervision

JRCERT Standards 4.4, 4.5, and 4.6, provide the following policies for direct and indirect supervision.

Direct Supervision

Student supervision by a qualified radiographer, who; reviews the procedure in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge, is present during the conduct of the procedure, and reviews and approves the procedure and/or image.

a. Students must be directly supervised until competency is achieved.
b. A qualified radiographer reviews the examination request and evaluates the condition of the patient to ensure that the procedure falls within the student's level of achievement.
c. A qualified radiographer remains with the student at all times during the procedure.
d. A qualified radiographer reviews and approves the finished radiographs/images.
    - All portable radiographic exams will be performed under the direct supervision of a qualified radiographer, regardless of level of competency achieved by the student. This applies to all portable exams regardless of their proximity to the imaging department.
e. All fluoroscopy exams (real-time fluoro) will be performed under direct supervision of a

qualified radiographer, regardless of level of competency achieved by the student.

f. All pediatric exams (0-6 years of age) will be performed under the direct supervision of a qualified radiographer, regardless of level of competency achieved by the student.

Indirect Supervision

Supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use on patients.

a. Once competency has been achieved, the student may perform radiographic procedures under indirect supervision.
b. All radiographic images, regardless of the level of student competency, will be reviewed and approved by a qualified radiographer.
c. If it is documented that a student has violated this policy and it is the first offense, a meeting will be held between the Program Director, Clinical Coordinator, and the student explaining the serious nature of the offense and the potential consequences of a second offense under this policy.
d. If it is documented that a student has violated this policy and it is the second offense, a meeting will be held between the Program Director, Clinical Coordinator, and the student. At this meeting the Program Director will, in writing, explain again the serious nature of the offense and may recommend to the Director of Education that the student be dismissed from the program. A written record of proceedings will be kept in the student's file.

Student Repeat Radiograph Policy

The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. A qualified radiographer must be physically present during the conduct of a repeat image and must approve the student's procedure prior to re-exposure, regardless of student's level of competency.

Specific parameters are as follows:

a. If it is determined by a qualified radiographer that a repeat radiographic image must be taken, the student shall repeat only with instruction from, and in the presence of the qualified radiographer.
b. If a student is asked to repeat a radiographic image without the presence of qualified radiographer, he/she is to respectfully refuse, explaining that it is not allowed by program policy.
c. If it is documented that a student has violated this policy and it is the first offense, a meeting will be held between the Program Director, Clinical Coordinator, and the student explaining the serious nature of the offense and the potential consequences of a second offense under this policy.
d. If it is documented that a student has violated this policy and it is the second offense, a meeting will be held between the Program Director, Clinical Coordinator, and the student. At this meeting the Program Director will, in writing, explain again the serious nature of the offense and may recommend to the Director of Education that the student be dismissed from the program. A written record of proceedings will be kept in the student's file.

Clinical Grading

Evaluation of Student Clinical Performance

During and upon completion of Clinical Practicum I, II, III and IV, the student's performance will be evaluated and assessed based on Monthly Performance Evaluations, Mid- and End-semester progress reports, Clinical Coordinator's Final Evaluations and completion of the required clinical logs. Students must obtain a final grade of 80 or above for each Clinical Practicum in order to continue or advance in the program. A student receiving a clinical grade below 80 will be placed on clinical probation for 30 days and re-evaluated to document improvement. During the probation period all exams will be performed under direct supervision. If the evaluation at the conclusion of the probation period is still unsatisfactory, the student will be dismissed from the Radiologic Technology Program. Clinical probation is only offered once. If a subsequent clinical performance failure occurs, a meeting with the Program Director will be conducted to determine the student's status in the program.

The evaluation provides an opportunity for guidance and assistance. Each clinical semester, the Clinical Coordinator will discuss the assessments results and overall clinical performance with each student.

Clinical Grading Scale

A - 100-90	F - Failing below 80
B - 89-80	I - Incomplete
	W - Withdrew

Clinical grades are computed using the following assessments each semester:

1. Evaluations of performance and professionalism:
   - Monthly Performance Evaluations 25%
   - Mid- and End-Semester Progress Reports 25%
   - Clinical Coordinator's Final Evaluation 30%
2. Assessment of participation:
   - Procedure Logs 15%
   - Repeat Radiograph Logs 5%

Monthly Performance Evaluations

Students clinical performance and professional behavior will be evaluated by the Clinical Instructor on a monthly basis during each clinical semester. A passing Monthly Clinical Evaluation is defined as earning a score of 80 or higher. A "1" in any designated critical skill indicated with asterisks (*) will result in an automatic grade zero for the Monthly Performance Evaluation. The results of these assessments will be available to students for viewing on Trajecsys. Please refer to Appendix F for the Monthly Performance Evaluation form.

Mid- and End-Semester Progress Reports

In the middle and at the end of each rotation the student will be evaluated by their clinical preceptor and/or licensed technologists from student's assigned clinical site for the overall student performance. These evaluations allow the student an opportunity to discover how technologists perceive the student's work skills and attitudes. The Mid- and End-Semester Progress Reports are available for completion on Trajecsys. The results of these assessments will be available to

students for viewing on Trajecsys.

Please refer to Appendix A and B for the Mid- and End-Semester Progress Report forms.

Clinical Coordinator's Final Evaluation
The Clinical Coordinator, with assistance from the Clinical Instructors and registered Radiologic Technologists of the student's "home" clinical site will evaluate the student's clinical performance at the conclusion of each clinical rotation. A passing grade of 80 for the final evaluation is required to continue to the next quarter. A total of four "critically substandard" (SC) ratings on the Final Evaluation will result in a failed evaluation and automatic grade zero. Students who fail the final evaluation will be put on clinical probation.

Please refer to Appendix G for the Clinical Coordinator's Final Evaluation form.

Repeat Radiograph Logs
To ensure students are properly supervised during performance of repeat radiographs, they must complete "Repeat Radiograph Log" forms which are maintained in Trajecsys. Senior students are required to document at least 6 repeats of radiographs and junior students should document at least 3 repeats during each clinical rotation. Students will need to provide the reason for the repeat and the name of the technologist who was present during the repeated exam. Students will also attest to the following:

- A licensed radiographer reviewed the radiographic image and determined the need for repeating the radiograph. He/she assisted the student to make adequate corrections.
- A licensed radiographer was present and directly supervised the repeat exposure.
- A licensed radiographer reviewed and approved the repeated radiograph.

The Seniors' Repeat Radiograph Logs will be graded in the following way:

- 6 or more Repeat Radiograph Logs - 100
- 4-5 Repeat Radiograph Logs - 75
- 2-3 Repeat Radiograph Logs - 50
- 1 Repeat Radiograph Log - 25
- 0 Repeat Radiograph Logs - 0

The Juniors' Repeat Radiograph Logs will be graded in the following way:

- 3 or more Repeat Radiograph Logs – 100
- 1-2 Repeat Radiograph Logs – 50
- 0 Repeat Radiograph Logs - 0

Please refer to Appendix H for the Repeat Radiograph Logs form.

Procedure Logs
On a daily basis, students are responsible for accurately entering the procedures they observe, perform, or assist a technologist with, using the procedure logs called "Daily Log Sheets" in the Trajecsys system. The purpose of procedure logs is to document that students are performing an adequate number and variety of exams, in order to establish and maintain competency, and that those students are being provided with the appropriate level of supervision (i.e., direct or indirect

supervision). The accession number of each radiographic exam should be included in the Daily Log Sheets. In addition, the level of participation in the radiographic exam needs to be indicated – whether the student was observing, assisting or performing a given exam.

Note: Students can obtain a clinical competency ONLY if they have completed a lab competency of a given procedure FIRST, and if they have participated in a given procedure PRIOR to obtaining a clinical competency at least a required minimum number of times (which will be documented in the Daily Log sheets).

Procedure Logs will be graded on a bi-weekly basis. To ensure that students are performing an adequate number and types of procedures, the logs entered by each student will be compared to the number of logs enter by other student(s) assigned to the same area of the hospital and/or the same clinical setting. Procedure Logs will be graded in the following way:

- Completing Procedure Logs on time and providing a comparable number of logs - 100
- Not completing Procedure Logs in a timely fashion and providing considerably less logs – 50
- Not completing Procedure Logs during the bi-weekly period – 0

Please refer to Appendix I for the Procedure Logs template.

Scope of Responsibility

The evaluation process is the dual responsibility of both the student and the Clinical Instructors/Clinical Coordinator. All parties must remain aware of the number of evaluations required each semester and work together toward completing the requirements as defined. The student, as well as the Clinical Coordinator, will each keep track of completed clinical competencies.

Students' Evaluations of Clinical Instructors and Clinical Sites

Students will be evaluating their respective clinical sites, Clinical Instructors and the preceptors/ technologists from their respective sites at the end of each Clinical Practicum. Students will be required to complete the Evaluation of Clinical Site as well as the Evaluation of Clinical Instructor on Trajecsys at the end of each rotation.

Please refer to Appendix J and K for these evaluations.

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Clinical Site Staff's Evaluation of RT Program Students & Faculty Work

This survey will be completed by the technologist(s) from clinical sites. It is an overall evaluation of the RT students and quality of the program. It is designed to help the Clinical Coordinator determine RT program's strengths and those areas that need improvement.

Please refer to Appendix L for this evaluation form.

Competency Grading

Students are required to successfully achieve a minimum number of competency exams each semester as outlined below in the Clinical Competency Timetable. The minimum score for passing a competency exam is 85%. Students that fail to meet the required number of competencies as listed in the Clinical Competency Timetable will receive an "F" grade for the clinical course due

to inability to meet course objectives. A minimum number of competencies has been established for each semester.

Required Competency Timetable
The Clinical Competency Evaluation Program provides the student with the opportunity to progress at an individual rate consistent with his/her ability, knowledge and motivation. However, since time is limited, it must have guidelines in order to ensure the student is completing his/her competency goals in a timely fashion. It is for this reason that certain competency levels must be attained per semester.
The following requirements are the minimum levels for grading clinical performance each semester:

Semester 1: Students must achieve Lab competency in 100% of the examinations covered in RAD102A: Radiographic Procedures Lab I. Students must achieve a minimum of 2 Clinical competencies out of the examinations covered in Semester 1.

Semester 2: Students must achieve Lab competency in 100% of the examinations covered in RAD202A: Radiographic Procedures Lab 2. Students must achieve between 15 to 25 Clinical competencies out of the examinations covered in Semester I and II.

Semester 3: Students must achieve Lab competency in 100% of the examinations covered in RAD302A: Radiographic Procedures Lab 3. Students must achieve between 26 to 35 Clinical competencies out of the examinations covered in Semester I, II & III.

Semester 4: Students must achieve Lab competency in 100% of the examinations covered in RAD402A: Radiographic Procedures Lab 4. Students must achieve between 36 to 51 Clinical competencies out of the examinations covered in Semester I, II, III and IV.

We understand not all examinations can or will be observed during a student's clinical experience. To ensure that all 51 competencies are completed prior to graduation, students will be allowed to simulate a maximum of 10 examinations that they were unable to accomplish (only the examinations permitted to be simulated as indicated by the ARRT).

Lab Competency

Students will perform competency examinations in a laboratory setting of one specific part of human anatomy (i.e. hand, foot, etc.) as part of their Radiographic Procedures courses. Students **must pass all required lab competencies** for each Radiographic Lab Course in order to progress to the next quarter. Students who receive below 85% fail. Students are given a maximum of 1 attempt to pass a failed lab exam. Every repeat Lab test, the student is assigned a minimum score of 85 and cannot receive less than that given score. If the student fails the makeup Lab test, The student will receive a **W (withdrawal)** and will be required to repeat the course when offered again. Any missed work due to absence is required to be completed as soon as possible. If you need extra help, it is your responsibility to make an appointment with your instructor at a mutually agreeable time. A student who is absent on the day of a lab exam must make it up next lab class.

Note: The student MUST first successfully pass the Lab Competency of a specific procedure in

order to be able to achieve the Clinical Competency of that same procedure on a real patient in the clinical setting.

Grading System:

A - 100 - 95
B - 95 - 90
C - 89 - 85
F - Failing below 85
I - Incomplete
W - Withdrew

Evening Experience

Students may be scheduled for evening hours to enrich the total internship experience.

The following guidelines shall define hours other than day shift:

1. The experience shall exclude Saturday, Sunday and Holidays.
2. The student shall be assigned only when a qualified radiographer is on duty and in attendance for direct and indirect supervision.
3. Shift assignments are typically hours between the times of 12:00 p.m. to 8:00 p.m.
4. All students shall have equal opportunity for evening shift experience.
5. The total number of hours per week shall not exceed those regularly scheduled (16 hours per week for juniors and 24 hours for seniors).

CT/Special Imaging Areas Observation Experience

During the senior year, students may be scheduled for special imaging area rotations to enrich the total internship experience. Special imaging area experiences apply only to the senior semesters (RAD305 & RAD405). Senior students may have opportunities to complete observational rotations in advanced modalities. They may include rotations in:

1. Computed Tomography
2. Vascular Interventional
3. Magnetic Resonance Imaging
4. Mammography

These rotations will enhance student clinical education by providing learning opportunities in advanced modalities in radiology. These experiences also help students understand what patients encounter in these associated areas of radiology.

The following guidelines will apply to CT/Special Imaging Areas Observation Experience**:**

1. Special imaging area experiences will be observation only.
2. The experience shall be limited to one student per imaging area.
3. The student shall be assigned to a special imaging area only when a qualified technologist is on duty and in attendance for direct supervision for that particular imaging modality.
4. All students shall have equal opportunity for special imaging experiences. Rotations will be scheduled by the Clinical Coordinator based on the availability as indicated by the supervisors and/or preceptors of the clinical sites.

*Note: Students are required to complete an MR safety module and screening form prior to attending clinical internship.

Mammography

By the fourth semester students are given a course in the specialized areas of radiography including

a 45-hour mammography course RAD403: Principles and Fundamentals of Mammography. This course will satisfy the didactic requirements to sit for the Mammography Registry.

Standard One - Objective 1.2 of the JRCERT Standards requires a program to document that it "provides equitable learning opportunities for all students." The JRCERT notes that equitable means dealing fairly with all concerned; it does not necessarily mean equal.

With regard to mammography, the program will make every effort to place a male student in a mammography rotation if requested; however, the program is not expected to attempt to override clinical site policies that restrict mammography rotations to female students. Male students are advised that placement in a mammography rotation is not guaranteed and, in fact, would be very unlikely.

Cat Scan (CT)

By the fourth semester students are given a course in the specialized areas of radiography including a 45-hour course RAD404: Principles and Fundamentals of Cat Scan. This course will provide student radiographers with the opportunity to learn this technology and become part of the evolution toward computerized imaging. This is an opportunity to improve your technical knowledge and prepare for the ARRT CT Registry Examination post-graduation from Hunter Business School Radiologic Technology program. This course will satisfy the didactic requirements to sit for the Cat Scan Registry. Standard One - Objective 1.2 of the JRCERT Standards requires a program to document that it "provides equitable learning opportunities for all students." The JRCERT notes that equitable means dealing fairly with all concerned; it does not necessarily mean equal. With regard to CT, the program will make every effort to place a student in a CAT scan rotation if requested.

Workplace Hazards/Injury/Illness

Any student that has experienced an injury and/or illness while attending clinic must have documentation by the clinical facility submitted to the program. The program must be notified in a timely manner of the incident. If the injury and/or illness warrants medical attention, the student must follow the procedures of the clinical facility and submit documentation of treatment to the program.

The clinical facilities follow procedures in accordance with the Occupational Safety and Health Administration (OSHA). Each facility maintains protocols to follow for the health and safety of staff and students.

Any student who is ill or potentially infectious should take into consideration the implications of being in contact with patients, especially those who are immuno-compromised.

Communicable Diseases

The program will follow the policy for Communicable Diseases, as well as, any policies set forth by the clinical facilities in regard to students with communicable diseases.

Nosocomial
If a student believes he/she came in contact with a patient who may have has a contagious disease the following procedure should be followed:

- Immediately report the matter to the Chief Technologist or Department Director
- Report to Health Service for medical examination and testing if necessary
- Report the matter to the Program Director
- Follow up may be required by Health Services

Non-nosocomial
If a student believes he/she came in contact with any contagious disease outside the hospital environment, the following procedure should be followed:

- Report the matter to the Program Director
- Consult with the physician of their choice
- If necessary, contact the Department of Health
- Report for medical clearance and testing to Health Services

Standard Precautions

Occupational exposure to blood borne and other pathogens are possible in the healthcare facilities. Standard Precautions are designed to reduce the risk of transmission of pathogens in healthcare institutions. Use Standard Precautions for the care of all patients.
Standard Precautions apply to:

1. blood
2. all body fluids
3. secretions and excretions
4. non-intact skin
5. mucous membranes

The following guidelines will reduce transmission of microorganisms:

1. Handwashing
    a. Wash hands before and after touching blood, body fluids, secretions, excretions and contaminated items, whether or not gloves are worn.
    b. Wash hands immediately after gloves are removed, between patient contacts, and when otherwise indicated to avoid transfer of microorganisms to other patients or environments.
2. Gloves
    a. Wear gloves when touching blood, body fluids, secretions, excretions & contaminated items.
    b. Put on clean gloves just before touching mucous membranes and nonintact skin.
    c. Change gloves between tasks and procedures on the same patient after contact with material that may contain a high concentration of microorganisms.
    d. Remove gloves promptly after use, before touching non-contaminated items and environmental surfaces and before touching another patient.
    e. Wash hands immediately after use.
3. Face Protection
    a. Use face protection during procedures when splashes or sprays of bodily fluids is

probable.

4. Gown
    a. Wear a gown to protect skin and clothing when soiling is probable.
    b. Remove gowns promptly after use.
5. Patient Care Equipment
    a. Handle used equipment in a manner that reduces transfer of microorganisms.
    b. Reusable equipment is to be cleaned and reprocessed appropriately.
    c. Discard single-use items promptly.
6. Environmental Control
    a. Adequately clean routine patient care areas with the appropriate solutions provided by the facility.
7. Linen
    a. Handle soiled linen in a manner that reduces the transfer of microorganisms to other areas and non-contaminated items.
8. Occupational Health and Bloodborne Pathogens
    a. Handle sharp instruments with care to prevent accidental sticks.
    b. Never recap used needles.
    c. Do not remove needles from disposable syringes by hand.
    d. Place used sharps in the appropriate puncture-resistant biohazard containers.
    e. Use mouthpieces, resuscitation bags or other ventilation devices as an alternative to mouth-to-mouth resuscitation.

Clinical Orientation Requirements

The following criteria are part of the orientation requirements that must be completed prior to attending and/or continuing clinical internship:

1. BLS
2. Physical and required bloodwork (as indicated on Hunter's physical form)
3. Documented immunizations
4. Criminal background
5. Drug screening
6. Technical standards verification
7. Hospital orientation
8. MRI safety training

The program Clinical Coordinator will verify the student's completion of the aforementioned requirements. Students will not be eligible for clinic, or permitted to continue, until all requirements are met.

Clinical Competencies

1. Consistency:
    - Successful clinical competencies documented in *Trajecsys* may be declared void if the student is unable to perform in a consistent manner following competency.
    - Voiding a previously completed positioning objective may only be done using the following procedure:
        a. The Clinical Coordinator or Clinical Instructor, in writing, declares that the student has

performed a previously successful clinical positioning objective, in an unsatisfactory manner 2 times during the same semester.

- This declaration is to be completed for EACH of the 2 unsatisfactory performances of the objective in question, and must include the following:
  a. Be in writing and include the date the examination was performed, and patient/exam number;
  b. Include specific reasons why the examination was declared unsatisfactory;
  c. Be approved by the Clinical Coordinator.
- The highest grade achievable under these circumstances is 85% (which is the minimal score for passing regarding all clinical competency evaluations).

2. Submission of Clinical Competencies:
   - All Clinic Competency Evaluations will be documented according to the following guidelines:
     a. All competencies and practices must be documented in *Trajecsys* WITHIN 24 HOURS of completion. For example, a competency performed on Monday, October 1, must be submitted no later than Tuesday, October 2. Completed competencies submitted after 24 hours will not be accepted.
     b. Clinical competency requirements checklist will be updated if needed by the Clinical Coordinator.

Simulations

If a certain exam is rarely done in the department, a substitute model may be used in lieu of an actual patient, and the procedure simulated. Up to 10 exams may be simulated as indicated by the ARRT.

Pregnancy Policy

Radiologic Technology is safe when appropriate precautions are taken for protection from potentially harmful ionizing radiation. **Disclosure of pregnancy to the program is strictly voluntary.** In the absence of voluntary, written disclosure, a student cannot be considered pregnant.

A student voluntarily and in writing making notification to the Program Director that she is pregnant may:

- Provide a physician's note to continue in the program without modification.
- Re-enter the program at a later date if she chooses to delay completion.
- Submit a written declaration of withdrawal.

However, because the human fetus is sensitive to ionizing radiation, the declared pregnant student, who provides a physician's note to continue in the program without modification, is encouraged to request an additional monitoring badge that will be worn on the waist.

- If a student voluntarily declares in writing that she is pregnant, then a meeting will be scheduled with the Program Director, Radiation Safety Officer (RSO) and student to discuss the best options for the student.

- The student will be made aware of current information of the risks and effects of radiation exposure to a fetus.
- The student will also be made aware of the precautions to be taken while working in the clinic and a review will be made of previous radiation exposure.
- If the student does notify the Program Director of a pregnancy, they have the option to withdraw the declaration of pregnancy, however, the withdrawal must be in writing.
- After consulting with the Program Director & Radiation Safety Officer the student must sign a statement stating:
    1. They have been provided information on the risks and effects of radiation on the fetus.
    2. If the student wishes to continue in the program or take a leave of absence.
    3. That the student has read and understands the suggested program regulations regarding a pregnant student.

In the advent that the student chooses to remain in the program she may do so up until the time their pregnancy will interfere with normal function within the clinic. The student has the option to continue the program without modification or choose to follow the suggested regulations below:

- The student may wear an additional monitoring device at waist level. The exposure received by the additional film badge will be closely monitored to assure radiation dosage does not exceed recommended levels for the fetus.
- Special arrangements can be made with individual students.

If the student does not wish to remain in the program:

- She will obtain a leave of absence and arrangements will be discussed to readmit her into the program at the appropriate level of clinical and didactic education.
- If there have been changes in the program, she must agree to the new regulations in effect at the time of admission. (i.e. new course requirements, tuition, clinical competencies, etc.)

The NCRP (National Council on Radiation Protection and Measurements) Report No. 116 recommends an annual dose limit for education and training exposures of 1 mSv (100 mrem). In situations where student badge readings approach the maximum annual dose of 1 mSv (100 mrem) or a quarterly dose of 0.25 mSv (25 mrem), the student will be counseled, and corrective action will be taken if deemed necessary. Radiation monitoring reports are made available to the student.03

All clinical facilities and the program adhere to the ALARA “as low as reasonably achievable” principle in keeping exposure limits well below the maximum allowable limits. Adhering to the stated protocols of ALARA and the NCRP poses minimal risk to the pregnant student.

Radiation Safety/Monitoring Reports

To keep radiation exposure to the student and patient as low as reasonably achievable, the following guidelines must be adhered to:

1. Students are not permitted in the radiographic room while radiographic exposures are being made except for portables, surgery, and procedures requiring fluoroscopy.
2. When it is necessary for the student to be in the radiographic room during an exposure noted in (1) above, the appropriate protective apparel must be worn.

3. Students are not permitted to hold image receptors during any radiographic procedure.
4. Students are not permitted to hold patients during any radiographic procedure.
5. Immobilization methods are the appropriate standard of care.
6. Regardless of the level of student competency, repeat radiographic images are performed only under direct supervision by a qualified radiographer.
7. Radiation monitoring devices are to be worn at all times during clinical internship and energized lab activities. Failure to wear radiation monitor to clinic or lab will result in the student being dismissed, and only permitted to return when radiation detection devices are on their person.
8. The radiation monitoring reports are maintained by the RSO (Radiation Safety Officer). Reports are made available to students within 30 days of receipt. All students will initial the report to verify that doses have been reviewed.
9. In situations where a student's badge reading approaches the annual threshold dose limit of 1 mSv (100 mrem) or a quarterly dose of 0.25 mSv (25 mrem) the student will be counseled to determine the source of excessive exposure. Corrective action will be taken if deemed necessary. The student may be placed in a low dose area.
10. Monitoring devices are replaced each calendar quarter. All monitoring devices must be turned in and exchanged for a new one in a timely manner.

Right To Appeal

If a student is dismissed from a clinical affiliate for disciplinary reasons, the student may appeal the decision through the Program Director. The Program Director will investigate the matter on the student's behalf. However, the affiliate shall have priority in determining if a student is permitted to return to the clinical portion of the program at that institution.

Rotation Guidelines

The practice of Diagnostic Imaging contains a wide variety of elements; therefore, learning the art and science of the profession at the actual working level requires significant demonstration, discussion, and more supervised clinical experience than most Allied Health Professions. Although rotation through the program's clinical affiliates may, at times, be difficult due to geographic location and personal obligations, the necessary experiences gained through site diversity out- weighs the possible inconveniences. Transportation to clinical affiliates is the student's responsibility.

RT students will rotate to a minimum of four clinical sites throughout the program. Clinical learning is offered in a variety of settings from hospital, imaging centers, urgent care and relevant outpatient medical facilities such as busy orthopedic practices. This diversity of clinical affiliates will provide students with the necessary options to satisfy our goal of fairness and equity in the distribution of clinical experiences while ensuring equitable learning opportunities and the ability for our students to fulfill all their required competencies.

Clinical placement will not be a "random" process. Students will be placed in clinical sites that will not only give them foundational skills but also strengthen and advance their skills in a progressive manner throughout the sequence of clinical experiences. The specific sequence of clinical experiences that is individually selected for each student will be arrived at in a very thoughtful and deliberate manner collaboratively by the Program Director and Clinical

Coordinator. Knowledge of the dynamics, pace, and volume/diversity of images done at each site will allow us to hand-pick the best next clinical placement as students proceed through their program. If it is noted that a student needs to do more of a particular type of exam, for example, this will be factored in to the decision about where to send him or her next. Each student's clinical experience will be structured to assure it is balanced and equitable. Students will also be reminded and assisted by the faculty to take full advantage at the site that they are at. It is our goal to make each student clinical rotation a valuable training experience.

Students will be scheduled in areas that include routine, fluoroscopic, mobile and surgical procedures. Special imaging areas will be included during the senior year of internship.
During the course of the program, students may be reassigned to a different clinical rotation in order to provide an equitable learning experience.

Students reentering the program due to withdrawal or failure of previous courses will be placed in a clinical facility at the discretion of the program. The student must repeat the clinical course of the semester in which they are returning, regardless of previous grade earned. The student will be placed according to space availability and equitable educational experience for all students concerned.

Uniforms

Professionalism includes personal appearance and therefore the following policy has been established:
Uniforms will be navy blue scrubs, shoes black or white closed toe and closed heel. Uniforms are to be clean and pressed. Undergarments should not be visible in any manner.

1. Shoulder length hair must be tied back; beards and moustaches must be clean and neatly trimmed.
2. Extremes in hairstyles and/or color (pink, purple, green, etc.) and adornments (beads, sequins, etc.) are prohibited.
3. Jewelry must be minimal, earrings should not dangle and are limited to 2 piercings per ear; limited to one ring per hand.
4. In consideration of the patient, colognes, perfumes and after-shave lotions should not be used.
5. Body piercings not commonly seen in a professional environment (example: nose, tongue, lip, eyebrow), will not be allowed during internship. Large holes/spacers in the ear are not permitted.
6. Nails will be kept short (1/4”) and well maintained; no chipped polish; single color. Artificial nails are prohibited for infection control and safety reasons.
7. Body tattoos must be covered.
8. Radiation monitoring devices and identification must be worn at all times.

Violation of the personal appearance parameters stated above will result in dismissal from clinic until the student corrects the deficiency. Time missed from clinic will be considered an occurrence and adversely affect the student’s clinical grade.

Major Incidences/Infractions

An "F" grade may be given for clinical courses if an infraction is severe enough to warrant that the patient's safety is in jeopardy or the student blatantly disregarded program policies.

The following infractions will impact clinical grading:

1. Disregard of personal appearance policy
2. Failure to accurately document clinical attendance
3. Leaving assigned area without permission
4. Failure to give notice of absence
5. Disregard of clinical supervision policies
6. Breach of confidentiality
7. Breach of professional ethics/behavior
8. Disregard of safety/fire and smoking regulations
9. Refusal to carry out assignment
10. Disregard of radiation safety policies / ALARA principles
11. Disregard of Standard Precautions
12. Violation of JRCERT STANDARDS

The following infractions **may** result in dismissal from the program:

1. Dishonesty
2. Falsifying, altering records
3. Academic dishonesty
4. Fraudulent statements
5. Unauthorized release of confidential information
6. Second violation of JRCERT STANDARDS

The following **will** result in dismissal from the program:

1. Clinical failure
2. Academic failure
3. Severe disciplinary problems
4. Multiple infractions (cumulative or within the same incident)
5. Blatant disregard of program policies
6. Endangering the welfare of others
7. Unauthorized use or removal / theft of property belonging to clinical sites / school
8. Possession or under the influence of alcohol or drugs
9. Fighting, assault, intent to harm

This list of infractions is not all inclusive. Any infractions or problems that arise that are not listed will be evaluated on a case-by-case basis by the program faculty. Effects on clinical grading will be based on the severity of the infraction.

Chemical Impairment

Hunter Business School is a drug/alcohol free environment (see student handbook). Any student suspected of being under the influence of drugs/alcohol during classroom/lab activities or at a clinical site will not be permitted to participate in the scheduled activity.

The Radiologic Technology faculty requires that radiology students provide safe, effective, and supportive patient care. To fulfill this purpose, radiology students must be free of chemical impairment during participation in any part of the radiologic technology program including classroom, laboratory, and clinical settings.

The Radiologic Technology faculty defines the chemically impaired student as a person who, while in the academic or clinical setting, is under the influence of, or has abused, either separately or in combination: alcohol, over-the-counter medication, illegal drugs or prescribed medications.

This health problem must be proactively addressed when identified with the Radiologic Technology student population. The radiologic technology faculty will intervene with the chemically impaired student as outlined in the procedure as follows:

1. Remove the student to a private area. Discuss the sign(s) and/or behavior(s) observed and allow the student to provide an explanation. When impairment signs/behaviors are observed during a clinical/lab/classroom session, the student is removed from the area and relieved of further radiologic technology responsibilities. The student is instructed to arrange for transportation home. College policy, as well as, the policies of the affiliating institutions will be considered.
2. A report of observed student behavior is prepared by the involved faculty member and is submitted to the Radiologic Technology Program Director. Documentation listing the behaviors observed will be provided to the student.
3. A group conference will be convened. The conference group consists of the involved student and faculty member, the clinical coordinator, and the Radiologic Technology Program Director. Disciplinary actions resulting from the clinical impairment will be addressed.
4. If it is determined that the student is in violation of this policy, dismissal from the program may occur.

This policy is in place to ensure the safety of students and patients.

Documentation Process for Clinical Behavior Incidents

1. Reasons for Documentation
   a. Failure to comply with policy and procedures stated in the Student Handbook.
   b. Failure to comply with the clinical facilities policies and procedures.
   c. Failure to meet stated clinical objectives.
2. Process of Documentation: The following procedures will be applied for reasons stated above. For serious incidents involving unsafe or unethical practice(s), students are subject to immediate course failure and program dismissal. See the Student Handbook for more information.
   a. **Verbal Notification**: The first incident of failure to comply will result in a verbal notification of lack of compliance. The incident will be noted by clinical faculty on the appropriate documentation form, reviewed with the student and placed in the student's file.
   b. **Written Notification**: Upon a second incident, a written notification will be issued by clinical faculty on the appropriate documentation form, reviewed with the student and placed in the student's file.
   c. **Final Written Notification**: When an incident occurs for a third time, the student must meet with the Clinical Coordinator. The coordinator, along with the Program Director, will hold

a conference with the student to advise them of their status.

Energized Laboratory Policy

1. Students are not permitted to use the energized lab unless an instructor is available.
2. All students must wear their radiation monitors to all class and lab sessions. Students will not be permitted to participate in lab sessions if radiation monitors are not worn which may adversely affect the student's grade. Get into the habit of bringing your monitor to class with you each day!
3. The doors to the x-ray must be completely closed while exposures are being made with the equipment.
4. Exposures are to be made ONLY on the x-ray manikin or other imaging devices deemed appropriate by the program. Under no circumstances can exposures be made on human beings! Any student found in violation of this policy will result in immediate dismissal from the program.
5. The x-ray room is to be clean and orderly after each use. Please respect the value of the resources.
6. Student images are confidential. Students are to review only the images that they have produced.
7. The lab is for the benefit of all students in the Radiologic Technology Program. The program encourages the students to utilize the lab, especially outside of regularly scheduled class time.

Lost Marker/Radiation Monitor Policy

The Radiologic Technology Program will issue left/right markers and radiation monitors to all students prior to the first day of clinic. If a student loses their markers or monitor, it is the student's responsibility to contact the Program Director to order new ones at a cost of $22 for markers and $25 for badges. This cost will be the responsibility of the student.

Marker Use Policy

Students are not permitted to use their left/right markers assigned by the program during hospital / facility paid job assignments. There must be a clear delineation between clinical time, as assigned by the program, and non-program job responsibilities as assigned by the facility. A student found in violation of this policy may be dismissed from the program.

Reinstatement Policy

Please refer to Hunter Business School Student Handbook (page 20)

Responsibilities, Rights and Conduct

As members of the school community, all students have certain responsibilities, rights, and standards of conduct that must be met while on campus and at the clinical affiliate; these, along with the mechanism for student grievances are outlined in the Hunter Business School Student Handbook.

Cell Phone and Electronic Device Policy

This policy is implemented in order to maintain a productive, safe learning environment and

applies to both incoming and outgoing cellular calls. Cell phones and electronic devices shall be turned off or set to silent or vibrate mode during classes, conferences, and in other campus locations where their use would cause a distraction to the learning environment. Cell phone and electronic device use is prohibited during all testing and assessment activities. The school strictly prohibits the use of camera phones and other recording devices in any manner which violates or compromise norms of personal conduct or the expectation of privacy that individuals have a reasonable right to expect.

Social Networking Policy

Social networking/social media includes, but is not limited to, networking sites such as Facebook, LinkedIn, Twitter, Instagram, etc. Students are prohibited from accessing social networking sites while using hospital owned/leased electronic equipment and are prohibited from accessing social networking sites while on clinic time, including accessing through personal cell phones or personal electronic media devices. Students are prohibited from using personal electronic media devices while on clinic time to conduct personal social networking activities. Personal cell phones and personal electronic media devices may only be used for the purpose of completing clinical requirements, or in designated areas during break times. Students are prohibited from taking pictures on any of the hospital campuses. Students are prohibited from posting any photographs online.

ADDENDUM

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Appendix A: End of Semester Evaluation

Student's Name:		**Date:**	
	Satisfactory	**Needs Improvement**	**Unsatisfactory**
	2	**1**	**0**
Professional Traits			
1. Professional appearance			
2. Demeanor and cooperative attitude in working with students, staff, supervisors and patient			
3. Arrives on time each day			
4. Actively participates in clinical activities each clinical day			
5. Shows initiative in seeking educational opportunities			
6. Gives proper instructions to patient			
Responsibility			
7. Follows instructions accurately and is organized, efficient and performs at the appropriate clinical level			
8. Demonstrates mature ability to accept responsibility for actions; accepts and acts on constructive criticism			
9. Communicates clearly and understandably with patients, staff and supervisors			
Performance			
10. Performs with organization, efficiency and knowledge appropriate to level of clinical experience			
11. Shows flexibility in performance; adapts procedures to accommodate atypical patients and clinical situation			
12. Able to demonstrate proper radiation safety skills; collimation used on all images			
13. Shields All patients			
14. Is able to effectively evaluate radiographic images.			
15. Provides proper shielding if person is needed			

for patient immobilization			
16. Student Signature: Student may add signature and/or comments by attaching a post-submission comment.			
Evaluators Comments:			
Evaluators Signature:			
Grade:			
Signature:			

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Appendix B: Mid-semester Evaluation

Student's Name:		**Date:**	
	Satisfactory	**Needs Improvement**	**Unsatisfactory**
	2	**1**	**0**
Professional Traits			
1. Professional appearance			
2. Demeanor and cooperative attitude in working with students, staff, supervisors and patient			
3. Arrives on time each day			
4. Actively participates in clinical activities each clinical day			
5. Shows initiative in seeking educational opportunities			
6. Gives proper instructions to patient			
Responsibility			
7. Follows instructions accurately and is organized, efficient and performs at the appropriate clinical level			
8. Demonstrates mature ability to accept responsibility for actions; accepts and acts on constructive criticism			
9. Communicates clearly and understandably with patients, staff and supervisors			
Performance			
10. Performs with organization, efficiency and knowledge appropriate to level of clinical experience			
11. Shows flexibility in performance; adapts procedures to accommodate atypical patients and clinical situation			
12. Able to demonstrate proper radiation safety skills; collimation used on all images			
13. Shields All patients			
14. Is able to effectively evaluate radiographic images.			
15. Provides proper shielding if person is needed for patient immobilization			
16. Student Signature: Student may add signature			

and/or comments by attaching a post-submission comment.			
Evaluators Comments:			
Evaluators Signature:			
Grade:			
Signature:			

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Appendix C: Competency Evaluation

LAB___ CLINIC___ TERMINAL___

Student's Name:		**Date:**	
Exam Performed			
	Proficient	**Satisfactory**	**Unsatisfactory**
Patient Gender: M___ F___			
Evaluation of Requisition			
1. Reads requisition and correctly interprets required exam			
2. Verifies patient according to facility protocol*			
3. Physical Facility Readiness			
4. Practices universal precautions			
5. Prepares room and equipment needed			
6. Patient Care			
7. Introduce her/himself to patient			
8. Communicated with patient in a professional manner and clear voice			
9. Records pregnancy status or LMP*			
10. Obtain appropriate clinical patient history			
11. Provides patient with dressing instructions			
12. Removal of artifacts (jewelry, hairpins, etc)			
13. Provides brief description of procedure			
14. Equipment Operations			
15. Correctly manipulates table and tube			
16. Uses correct SID			
17. Markers are clearly visible and placed correctly*			
18. Aligned center of part to image receptor			
19. Aligned x-ray tube to center of anatomy			
20. Aligned x-ray tube to image receptor			
21. Set the correct tube angle			
22. Instructs patient on proper breathing technique			
23. Performs exam with confidence			
24. Performs exam without prompting from evaluator			

25. Performed exam in an organized manner and logical sequence			
26. Examination performed in a satisfactory timeframe			
Radiation Protection			
27. Performs proper exam*			
28. Collimates as appropriate for image			
29. Properly shields patient*			
30. Wears lead apron when necessary			
31. Select proper exposure technique (Senior level) *			
32. Adjusts exposure factors for motion, pathology, patient size when appropriate			
33. Provides proper shielding if person is needed for patient immobilization			
Criteria marked with an * is an instant failure.			
Evaluators Comments:			
Evaluators Signature:			
Grade:			

Appendix D: Radiologic Technology Standards

This policy outlines the technical standards that each applicant/student must be able to accomplish.

These program technical standards have been developed to help students understand the non-academic standards, skills, and performance requirements expected of a student to complete this curriculum.

Each Radiologic Technology student must be able to:

1. Push a portable x-ray machine through the hospital, accessing elevators and narrow areas in patient rooms.
2. Assist a patient of 150 pounds on and off an x-ray table.
3. Carry heavy x-ray cassettes (25 lbs.) and accessories as required.
4. Visually monitor patients in the x-ray room from the control booth.
5. Visually examine and select x-ray techniques on the x-ray console.
6. Orally communicate clearly to the patient being x-rayed and visually observe the patient's clinical status at all times.
7. Orally communicate with staff.
8. Clearly hear a patient calling for assistance from a minimum of 10 feet away.
9. Stretch from a standing position to align an x-ray tube over the patient and the x-ray table. (Approximately 6' from the floor to the x-ray tube).
10. Move immobile patients from a stretcher to the x-ray table with assistance from department personnel.
11. Push a wheelchair from the patient's waiting area to the x-ray room.

Pregnancy is not a barrier to admission or continuation in the program. (The School of Radiography pregnancy policy is available upon request.)

This document is intended to serve as a guide regarding the physical, emotional, intellectual, and psychosocial expectations placed on a student. This document cannot include every conceivable action, task, ability, or behavior that may be expected of a student. Meeting these technical standards does not guarantee employment in this field upon graduation. The ability to meet the program's technical standards does not guarantee a student's eligibility for any certification or license exams, or successful completion of the RT program.

Appendix E: Acknowledgement of Radiologic Technology Program Student Handbook

This handbook contains important information and guidelines with which all students must become familiar. Students are responsible for reading, understanding and following all policies and procedures printed in the handbook.

Application of these policies and procedures will not be waived because of negligence or other contradictory information received from other sources. The information and guidelines found in this handbook are in addition to those found in the School Catalogue or General Hunter Business School Student Handbook. Students must be aware that entry into the Radiologic Technology Program establishes a contract governed by the policy and procedure discussed in this handbook.

I, _____, confirm that I have received and reviewed a copy of the Radiologic Technology Program Student Handbook and I am aware of my responsibilities. I am therefore accountable for its content.

By signing below, I fully accept the following:

1. I agree to follow and abide by all the regulations, policies and procedures contained in the Student Handbook and addendum.
2. I understand that the Student Handbook and addendum discuss student rights and the grievance procedure.
3. I am bound by the content of the Student Handbook and any amendments or revisions published and circulated by the School.
4. The School reserves the right to change any of the policies contained in the Student Handbook and any addendums with or without prior notice to the students. The student agrees to adhere to any changes in policy as they are given to them.

Nothing in this handbook or addendum shall be interpreted to limit Hunter Business School's rights and duties under the laws of the State of New York.

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Appendix F: Monthly Performance Evaluation

Student's Name:	**Date:**
Clinical Site:	**Clinical Instructor:**

Point Scale: 1 = Unacceptable (never) 2 = Needs Improvement (sometimes) 3 = Satisfactory (most of the time) 4 = Excellent (all of the time) 5 = N/A (Not Applicable)

	Clinical Performance Evaluation	1	2	3	4	4
	Professionalism	**Unacceptable**	**Needs improvement**	**Satisfactory**	**Excellent**	**N/A**
1	Demonstrates professional appearance (proper dress code)					
2	Arrives on time each clinical day					
3	Adequately prepares room & equipment for examination					
4	Displays an active role in learning - takes initiative, gets involved					
5	*****Displays professional conduct, positive attitude, cooperation and teamwork*****					
6	Demonstrates the ability to adapt to situations with the use of critical thinking skills					
7	Accepts constructive criticism					
	Patient Care and Safety	**Unacceptable**	**Needs improvement**	**Satisfactory**	**Excellent**	**N/A**
1	*****Proper use of patient identifiers (D.O.B., ID bracelet, MR #)*****					
2	Effective communication skills – able to explain exam to patient/ family					
3	*****Ability to assess the patient for history/ inquire about pregnancy*****					
4	*****Proper use of radiation protection (i.e. shielding, collimation, SID)*****					
5	*****Executes x-ray procedures under appropriate level of supervision*****					
6	*****Seeks supervision of repeats*****					
7	Ability to demonstrate patient care skills, compassion and respect					
8	Displays ethical behavior and respects cultural diversity					
9	*****Respects confidentiality*****					
	Technical skills	**Unacceptable**	**Needs improvement**	**Satisfactory**	**Excellent**	**N/A**

1	Operates equipment properly					
2	*****Ability to interpret exam requests and doctors' orders*****					
3	Demonstrates positioning skills appropriate to training level					
4	Ability to analyze image quality					
5	*****Use of correct anatomical markers*****					
6	Chooses correct exposure factors and/or AEC cells					
7	Produces diagnostic quality images					
8	Exhibits self-confidence in performance of examinations					
9	Demonstrates satisfactory progress during rotation					

Comments:
Clinical Instructor's Signature:

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Appendix G: Clinical Coordinator's Final Evaluation

Student's Name:	**Date:**
Clinical Site:	**Clinical Coordinator:**

Point Scale: 1 = Critically Substandard (SC) 2 = Needs Improvement (NI) 3 = Average (AV)
4 = Meets Expectations (ME) 5 = Outstanding (O)

	CS	NI	AV	ME	O
	1	2	3	4	5
1. Attendance – number of absences per semester: 1 time = average, 2 times – needs improvement, 3 times or more – critically substandard	☐	☐	☐	☐	☐
2. Punctuality – number of lateness during the semester: 1 time = average; 2 times – needs improvement; 3 times or more – critically substandard	☐	☐	☐	☐	☐
3. Time Exceptions – as recorded on Trajecsys during the semester: 3 times = average , 3-6 times= needs improvement, more than 6 = critically substandard	☐	☐	☐	☐	☐
4. Professional Appearance – appropriate dress code including radiation badge and student ID	☐	☐	☐	☐	☐
5. Initiative – interested and assertive in the clinical setting, pursues learning opportunities	☐	☐	☐	☐	☐
6. Attitude – displays a cooperative, courteous attitude toward others, helps in assisting staff and patients; works together effectively and efficiently	☐	☐	☐	☐	☐
7. Supervision Compliance – executes x-ray procedures (including radiographs repeats) under appropriate level of supervision	☐	☐	☐	☐	☐
8. Technical Skills – demonstrates appropriate level of understanding of procedures, correct positioning, competent equipment manipulation	☐	☐	☐	☐	☐
9. Quality of Clinical Work – able to perform examinations independently contingent on the level of experience, with supervision to be direct or indirect; evaluates needs of each procedure and adjusts normal routines to meet the needs of the exam, patient and physician; uses lead markers	☐	☐	☐	☐	☐
10. Professional Conduct – adheres to the ARRT Standards of Ethics; demonstrates appropriate professional interactions with fellow students, faculty, clinical staff; practices within scope of education, training, and personal capabilities; takes responsibility for decisions and actions taken	☐	☐	☐	☐	☐

11. Patient Care Skills – provides patient-centered, clinically effective care for all patients; establishes a professional rapport with patients; shows concern for patient safety; anticipates and responds to patient needs; maintains patient confidentiality, meets HIPAA requirements	☐	☐	☐	☐	☐
12. Radiation Protection – applies the principles of radiation protection and safety for patients, self, and others (ex: minimal repeats, use of shielding, collimation); handles dosimeter badge appropriately	☐	☐	☐	☐	☐
13. Acceptance of Criticism – the degree to which student hears, listens to and evaluates constructive criticism in a positive way without defense and applies the offered suggestions to improve performance	☐	☐	☐	☐	☐
14. Self Confidence – exhibits confidence in approaching tasks; performs radiographic exams without or with minimal prompting/ reassurance	☐	☐	☐	☐	☐
15. Problem solving skills – demonstrates appropriate problem-solving and critical thinking skills in the effective delivery of radiographic services to patients	☐	☐	☐	☐	☐
16. Dependability/ Efficiency – follows instructions and directions; completes assigned tasks from beginning to end and when needed seeks advice of staff; able to properly focus attention on required tasks without becoming distracted; performs adequately under stressful situations	☐	☐	☐	☐	☐
17. Achieved Competencies – successful completion of required number of Clinical Competencies per given semester	☐	☐	☐	☐	☐
18. Continuity – continues to be proficient in examinations after competency has been completed	☐	☐	☐	☐	☐
19. Policy Compliance – adheres to institutional and departmental standards, protocol, policies and procedures regarding patient care, providing x-ray procedures & reducing medical errors	☐	☐	☐	☐	☐
20. Overall Progress – student's professional behavior and clinical skills progressing in accordance with expectations	☐	☐	☐	☐	☐

Comments:
Clinical Coordinator's Signature:

Appendix H: Repeat Radiograph Log

Student Name: _____ **Date:** _____

Clinical Site: _____

Due to hazards of ionizing radiation and in keeping with the ALARA (as low as reasonably achievable) principle of radiation protection, when a radiographic image produced by a student radiographer needed to be repeated, the following procedure was followed:

A licensed technologist reviewed the radiographic image and determined the need for repeating the radiograph. He/she assisted the student to make adequate corrections.	☐ Yes	☐ No
A licensed technologist was present and directly supervised the repeat exposure.	☐ Yes	☐ No
A licensed technologist reviewed and approved the repeated radiograph.	☐ Yes	☐ No

Reason for repeating the radiograph (select from the following):

- ☐ Patient motion
- ☐ Incorrect CR
- ☐ Off centering
- ☐ Anatomy cut-off
- ☐ Positioning errors
- ☐ Equipment malfunction
- ☐ Poor image quality (too light, too dark, grainy, etc.)
- ☐ Artifacts
- ☐ Wrong procedure performed
- ☐ Other _____ (provide a comment)

Technologist Name: _____

Exam's Accession Number: _____

Appendix I: Procedure Logs Template

PROCEDURE LOGS **Student Name: _____**

Date	Procedure	Accession #	Participation (assisted/observed/performed)	Comment

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Appendix J: Radiologic Technology Program Student Evaluation of Clinical Instructor(s)

The purpose of this survey is to evaluate the clinical instructor(s). Please pay close attention to the evaluation scale and consider your responses.

Clinical Site: _____

Clinical Instructor(s): _____

Semester (Circle One): 1 2 3 4

Date: _____

INSTRUCTIONS: Consider each item separately and rate each independently of all others. Circle the rating that indicates the extent to which you agree with each statement. Please do not skip any item.

5 = Strongly Agree 4 = Agree 3 = Neutral (Acceptable) **2 = Disagree 1 = Strongly Disagree 0 = N/A**

Using the above scale, evaluate the **clinical instructor** on the criteria listed below	
1. The Clinical Instructor was available when needed.	
2. The Clinical Instructor demonstrated an interest in student learning.	
3. The Clinical Instructor had adequate time to work with students.	
4. The Clinical Instructor exhibits appropriate professional behavior towards students at all times.	
5. The Clinical Instructor strives to treat all students equally and display no discrimination.	
6. The Clinical Instructor was open to questions and made students feel comfortable in the learning process.	
7. The Clinical Instructor ensured students and staff technologists followed JRCERT required parameters regarding direct and indirect supervision.	
8. The Clinical Instructor was knowledgeable of program guidelines and JRCERT standards regarding student clinical education and he/she assured that the students followed those guidelines.	
Additional Comments and/or Concerns	

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Appendix K: Radiologic Technology Program Student Evaluation of Clinical Site

The purpose of this survey is to evaluate the clinical site. Please pay close attention to the evaluation scale and consider to your responses.

Clinical Site: _____

Clinical Instructor(s): _____

Semester (Circle One): 1 2 3 4

Date: _____

INSTRUCTIONS: Consider each item separately and rate each independently of all others. Circle the rating that indicates the extent to which you agree with each statement. Please do not skip any item.

5 = Strongly Agree 4 = Agree 3 = Neutral (Acceptable) 2 = Disagree 1 = Strongly Disagree 0 = N/A

Using the above scale, evaluate the **clinical site** on the criteria listed below	
1. A sufficient number and variety of exams were provided by this clinical site.	
2. The staff technologists were willing to work with me during radiographic procedures and share their knowledge.	
3. I was directly and/or indirectly supervised according to JRCERT- required parameters.	
4. I was allowed ample opportunity to perform radiographic procedures with non-discriminatory practices.	
5. The technologists served as good role models in radiation protection.	
6. The technologists served as good role models in professionalism.	
7. The technologists served as good role models in patient care.	
8. I was provided adequate opportunities to apply what I learned in my didactic and laboratory courses.	
9. The technologists made me feel like part of the team.	
10. Confidentiality of my clinical evaluations was maintained at all times.	
11. I received regular & thorough feedback regarding my performance to help me identify opportunities to improve.	
Additional comments and/or concerns	

Appendix L: Radiologic Technology Program Clinical Site Staff's Evaluation of RT Program Students & Faculty

Hunter Business School would like to thank you for your time and efforts in working with our Radiologic Technology (RT) students during their clinical rotation at your facility. Knowing that the students of today will be the expert caregiver of tomorrow, we hope you appreciate the importance of your input into their clinical growth and development. We are interested in your comments and feedback about your experiences with the students on your unit. Please take a few minutes to complete the following questionnaire and return it to Hunter's Clinical Coordinator. Your feedback is important to us.
Thank you!

This survey is designed to help program administration and faculty determine the quality of your clinical experiences and the appropriateness of individual clinical sites. In doing so, you can help Hunter determine its RT program's strengths and those areas that need improvement. All data will be kept confidential and will be used for program evaluation purposes only.

Clinical Site: _____

Clinical Evaluator(s) Name: _____

Date: _____

Cohort: Juniors _____ **Seniors** _____ **Semester (Circle One):** 1 2 3 4

STAFF EVALUATION OF CLINICAL EXPERIENCES

1. Were the students able to articulate their learning needs? **Comments:**	Yes	No
2. Were the students adequately prepared for clinical activities/responsibilities? **Comments:**	Yes	No
3. Did the faculty provide you with information regarding student competencies? **Comments:**	Yes	No
4. Was the Clinical Coordinator available to student and/or staff in person, by phone, or text when needed? **Comments:**	Yes	No

5. Did students display initiative and professionalism during clinical experience? **Comments:**	Yes	No
6. Recommendations to improve clinical experiences for students and staff: **Comments:**		
7. **Other Comments:**		

Appendix M: Student Acknowledgement of Radiologic Technology Program's Academic/Didactic & Clinical Advisement/Counseling

I. THE PROCESS

As of 7/28/2023, the Hunter Business School RT Department will begin to formally implement its process for Academic/Didactic & Clinical Advisement/Counseling.

A student who receives a non-passing grade on a quiz, assignment, or exam or is having issues affecting their performance either in class or during clinic is required to meet with the instructor to review the material and assess the reason(s) contributing to any didactic or clinical issues. Students will be made aware of this process during orientation at the start of their RT program.

Extra help sessions may also be scheduled. If the student does not pass successive exams or resolve issues at their clinical site, the Program Director and the instructor will meet with the student to ascertain an action plan for the student. Based on the overall grade in the course at the time of evaluation or an assessment of the student's clinical work, the student may also be placed on Academic Warning/Probation.

Students are continually encouraged to reach out for extra help **PRIOR** to an exam particularly when they are struggling with material content or to discuss any issues or concerns regarding their clinical work. Upon completion of a course, the instructor submits final grades to the Program Director who will in turn enter the data into the school's main portal.

II. THE STUDENT ADVISEMENT FORM FOR ACADEMIC & CLINICAL ADVISEMENT/COUNSELING

The Student Advisement Form for Academic & Clinical Advisement/Counseling is used to track and update a student's participation in the advisement process. It will help to ensure that students in need will receive continued personalized guidance and follow-through from academic and clinical RT staff and faculty.

We understand that students' needs may vary, and this form will enable us to better track their progress and continue to tailor students' advisement plans to their unique requirements.

Confidentiality and Accessibility: The information contained on these forms will be treated with the utmost confidentiality and will only be accessible to your RT academic and clinical staff and faculty.

Continuous Feedback: We believe that open communication is essential for your growth and development and that the use of this form strengthens our advisement process, enhances students' overall learning experience, and empowers students to achieve their academic and professional goals.

III. SIGNATURE

I, _____, confirm that I have received and read a copy of the Student Advisement Form for Academic and Clinical Advisement/Counseling and understand the purpose and use of this form. My signature serves as confirmation that I am aware of its importance in contributing to my academic and clinical advisement experience.