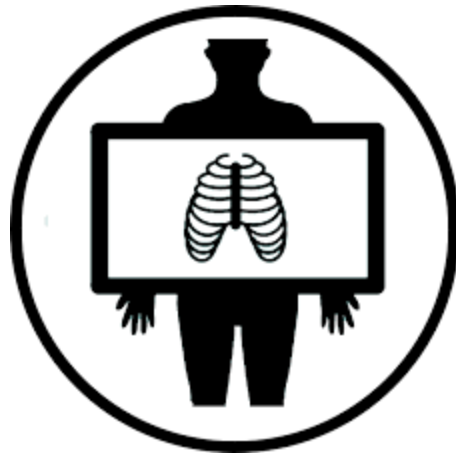


**Holyoke Community College
Radiologic Technology Program
Student Handbook
2024-2025**



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INTRODUCTION

The purpose of establishing policies and procedures is to inform the students in the Radiologic Technology Program at Holyoke Community College (HCC) what is expected of them as they progress through the 21 month program.

All students electing to enter this program have accepted the challenge of completing, to the best of their ability, the academic and clinical requirements of this program. The high degree of competency required of each student is a reflection of the level of responsibility each student will accept during the training period and later as a registered technologist.

Radiologic technologists and students administer and control ionizing radiation exposure to the patients in their care. The safety and well being of patients and students is of the utmost concern. The faculty and College, as sponsors of the Radiologic Technology Program, have the responsibility to assist each student in the learning process in both the classroom and clinical setting. The faculty and College also have a responsibility of assuring the patients and the public that the students and graduates of this program have demonstrated appropriate levels of competence in the required duties and responsibilities of the profession.

Therefore, all students enrolled in the Radiologic Technology Program must adhere to the policies and procedures stated within this handbook while active in the program. These policies are in addition to the Holyoke Community College policies found in the HCC Student Handbook. https://www.hcc.edu/documents/Publications/SHB/HCC_StudentHandbook_2024-25_JulyRevision_Web_2.pdf

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY

Accreditation Status

Holyoke Community College is accredited by the New England Commission of Higher Education (NECHE). The Radiologic Technology program is accredited by:

The Joint Review Committee on Education in Radiologic Technology (JRCERT)

<https://www.jrcert.org/>

20 North Wacker Drive, Suite 2850

Chicago, IL 60606-3182

312-704-5300

mail@jrcert.org

JRCERT Standards Policy

The HCC Radiologic Technology program adheres to standards established by the Joint Review Committee for Education in Radiologic Technology (JRCERT). The JRCERT promotes excellence in education and enhances quality and safety of patient care through the accreditation of educational programs. Programs accredited by the JRCERT must demonstrate that they are in substantial compliance with the relevant JRCERT accreditation standards: *Standards for an Accredited*

Educational Program in Radiography.

<https://www.jrcert.org/accreditation-information/accreditation-standards-2021/>

Reporting Allegations of Non-Compliance

Any individual associated with the program has the right to submit allegations against a JRCERT accredited program if there is reason to believe that the program has acted contrary to JRCERT accreditation standards. Additionally, an individual has the right to submit allegations against the program if the student believes that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students. Contacting the JRCERT must not be the first step in the formal institutional or program grievance policy/procedure. The individual must first attempt to resolve the complaint directly with institutional/program officials by following the grievance policy/procedures provided by the institution/program. If the individual is unable to resolve the complaint with institutional/program officials or believes that the concerns have not been properly addressed, the individual may submit allegations of noncompliance directly to the JRCERT. Directions on how to pursue allegations of noncompliance can be found [here](#).

GRIEVANCE PROCEDURE

Complaints or grievances regarding class or clinical, including complaints of possible non-compliance with the JRCERT Standards, should follow the College Grievance Policy found on page 45 of the HCC Student Handbook.

https://www.hcc.edu/documents/Publications/SHB/HCC_StudentHandbook_2024-25_JulyRevision_Web_2.pdf

Before employing formal procedures, students should address the complaint with the person directly involved, the Clinical Preceptor, Clinical Coordinator, or Program Director and finally, the dean or associate dean of Health, Education, Culinary Arts, and Human Services (HECH) division. If not resolved at the informal level, the formal process begins. Please refer to the HCC Student Handbook for specific instructions.

AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS ETHICS REQUIREMENT

The ARRT requires candidates for the national board exam to meet the ethics requirements.

You may [contact the ARRT](#) to determine if you meet the ethics requirements.

<https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-requirements>

ADMISSIONS

Admissions

Admission into the HCC radiologic technology program is selective. Applicants must meet the minimum application requirements and submit the necessary documents by February 1 to be considered for admission into the program the following fall semester. These requirements are in addition to any needed for general admission into Holyoke Community College. The Admissions Committee makes the decision for acceptance or denial and students are notified of their status.

Those students meeting the application requirements but are not admitted due to space limitations may be considered for the next class but must submit another application.

Admission into the program does not guarantee clinical placement. Clinical affiliates have the right to refuse clinical placement based on criminal background information, health, performance or other reasonable cause.

Re-admission Policy

Students who have successfully completed semester one in the Radiologic Technology program (RDL 115, RDL 122, and RDL 132) are eligible for readmission under this policy. This policy applies to students who wish to return to the program after withdrawal from a Radiology course in good academic standing (grade of C+ or better at time of withdrawal),

- Students requesting readmission must complete the Radiologic Technology application for the semester in which they plan to return.
- Re-admission of a student is dependent on space availability in the program and cannot be guaranteed to any student.
- Students must have a GPA of 2.5 or higher to be eligible for readmission to the Radiologic Technology Program.
- Requests for re-admission are evaluated on an individual basis.
- Once readmitted, students must follow core enrollment guidelines (health records, CPR, drug screening, CORI/SORI requirements, etc.) of the Radiologic Technology Program.
- A student may only be readmitted one time.
- Readmitted students are not required to repeat didactic courses they have successfully completed.
- Readmitted students must repeat all clinical courses.

Students experiencing medical conditions that impact their ability to meet the essential functions of the program should contact the Office for Students with Disabilities and Deaf Services.

HEALTH AND SAFETY POLICIES

Campus Safety

Holyoke Community College takes seriously the health and safety of all members of the community, both on and off campus. In **any** emergency, dial 2211 from a campus phone or 911 from a cell phone or off-campus landline. You can also call 413.552.2211 from a cell phone.

For non-emergency matters, please dial 2400 from a campus phone or 413.552.2400 from a cell phone or off-campus landline.

For more information about Public Safety, please view the webpage [here](#).

<https://www.hcc.edu/about/public-safety>

To learn more about the HCC [Campus Police](#) and how to contact them, please visit:

<https://www.hcc.edu/about/public-safety/campus-police>

Emergency Preparedness

For policies regarding [Emergency Preparedness](#), including how to set up emergency notifications, please visit: <https://www.hcc.edu/about/public-safety/emergency-preparedness>

Harassment/Discrimination

Students have a right to an education free of harassment or discrimination. Claims of discrimination, sexual harassment and sexual violence, including Title IX offenses, such as rape, sexual assault, domestic and dating violence and stalking, shall be addressed by the College's Affirmative Action Official and/or Title IX Coordinator. For more information, please contact the College's Affirmative Action Official and/or Title IX Coordinator, Olivia Kynard at 413.552.2173 or okynard@hcc.edu. The College publishes policies addressing these topics under Campus Conduct Policies in the [HCC Student Handbook](#).

https://www.hcc.edu/documents/Publications/SHB/HCC_StudentHandbook_2024-25_JulyRevision_Web_2.pdf

Communicable Disease Policy

Communicable diseases are illnesses that spread from one person to another or from an animal to a person, or from a surface or a food. Diseases can be transmitted through:

- direct contact with a sick person
- respiratory droplet spread from a sick person sneezing or coughing
- contact with blood or other body fluids
- breathing in viruses or bacteria in the air
- contact with a contaminated surface or object
- bites from insects or animals that can transmit the disease
- ingestion of contaminated food or water

If a student in the Radiologic Technology program becomes ill and is experiencing symptoms such as fever, chills, nausea and vomiting, diarrhea, sore throat, headache, new loss of taste or smell, please inform program faculty or your Clinical Preceptor that you are unwell and do not attend classes. If you test positive for COVID-19 or any other respiratory virus such as influenza or respiratory syncytial virus (RSV), please follow the current [Center for Disease Control guidelines](#) for respiratory viral illnesses.

Students with a verifiable communicable disease of a nature that could put others at harm, should follow all current Center for Disease Control and Massachusetts Public Health guidelines regarding disease spread prevention. Students may be required to provide documentation from a health care provider before returning to program classes. See additional information about communicable diseases under Clinical Safety Policies.

Substance Abuse

All students of the Radiologic Technology program must adhere to the College substance abuse policy listed under Campus Conduct Policies in the [HCC Student Handbook](#). Failure to adhere to the policy may result in programmatic dismissal. Please note that smoking/vaping is prohibited on the College campus including outdoor areas/parking lots. These policies are in addition to any stated by the clinical affiliates. NOTE: Marijuana is legal in the state of Massachusetts for recreational and medical use. The federal government does not recognize marijuana as a legal substance. Since the College receives funding from the federal government, students of Holyoke Community College are bound to the federal standard.

PROGRAM MISSION, GOALS, STUDENT LEARNING OUTCOMES

The mission of the Holyoke Community College Radiologic Technology Program is to graduate students with an Associate of Science degree in the curriculum of Radiologic Technology, and provide the skills and knowledge necessary to enter medical imaging professions. Additionally, the program supports the overall [HCC mission](#) as stated by the College.

Goal 1: Students will demonstrate clinical competence.

Student learning outcomes:

1. *Students will be proficient in producing quality diagnostic radiographic images.*
2. *Students will understand and apply proper radiation protection practices.*

Goal 2: Students will demonstrate effective communication skills.

Student learning outcomes:

1. *Students will demonstrate effective verbal communication with clinical instructors, staff, patients, and other students.*

2. *Students will practice effective written communication.*

Goal 3: Students will demonstrate critical thinking and problem solving skills.

Student learning outcomes:

1. *Students will adapt positioning to non-routine situations.*
2. *Students will modify technique based on image critique and patient factors.*

For complete assessment data please contact the Program Director at mbuckley@hcc.edu.

GRADUATION REQUIREMENTS & PROGRAM CURRICULUM

The HCC Radiologic Technology Program prepares graduates to immediately enter the workforce as a professional in the field of diagnostic medical imaging. The Radiologic Technology Program provides a well-structured, academic, and competency-based curriculum that prepares students to practice in the discipline of radiography. Through classroom, laboratory, and clinical coursework, students develop an understanding and competency of the following content areas: patient care, radiation physics, radiobiology, radiation protection, image production, equipment operation, quality assurance, and various radiographic procedures. Students who successfully complete the program will receive an Associate of Science degree in Radiologic Technology, meeting the American Registry of Radiologic Technologists education requirement for certification as a registered radiologic technologist. Transfer into a baccalaureate degree program in health-related fields is possible. Students must successfully complete all courses.

Degree awarded: A.S., Radiologic Technology

GENERAL EDUCATION REQUIREMENTS: 24 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- MTH 104(D) - College Algebra *Credit(s): 4*
- BIO 217(E) - Human Anatomy and Physiology I *Credit(s): 4*
- BIO 218(E) - Human Anatomy and Physiology II *Credit(s): 4*

PROGRAM REQUIREMENTS: 46 CREDITS

- HTH 114 - Medical Terminology *Credit(s): 3*

First Fall Semester

- RDL 115 - Patient Care *Credit(s): 3*

- RDL 122 - Radiographic Techniques and Control I *Credit(s): 3*
- RDL 132 - Radiographic Positioning and Related Anatomy I *Credit(s): 3*
- RDL 141 - Clinical Education and Lab Experience I *Credit(s): 2*

Winter Session

- RDL 158 - Clinical Internship I *Credit(s): 1*

First Spring Semester

- RDL 123 - Radiographic Techniques and Control II *Credit(s): 3*
- RDL 133 - Radiographic Positioning and Related Anatomy II *Credit(s): 3*
- RDL 142 - Clinical Education and Lab Experience II *Credit(s): 3*

Summer

- RDL 251 - Clinical Internship II *Credit(s): 4*

Second Fall

- RDL 221 - Advanced Procedures and Techniques I *Credit(s): 3*
- RDL 233 - Special Radiology Studies *Credit(s): 3*
- RDL 241 - Clinical Education and Lab Experience III *Credit(s): 3*

Second Spring

- RDL 190 - Radiologic Instrumentation *Credit(s): 3*
- RDL 234 - Advanced Procedures and Techniques II *Credit(s): 3*
- RDL 242 - Clinical Education and Lab Experience IV *Credit(s): 3*

TOTAL: 70 CREDITS

NOTES:

A minimum grade of "C+" is required in all RDL and BIO courses to remain in and graduate from this program. To count towards degree completion and graduation requirements, completion of BIO 217 and BIO 218 must be dated no more than seven years prior to the program start date.

ACADEMIC STANDARDS

For a student to progress within and graduate from the program, a "C+" grade must be maintained in each Radiologic Technology (RDL) course and Human Anatomy and Physiology (BIO 217 & BIO 218). If a student earns a grade lower than C+ in any RDL course, they will be dismissed from the program.

Students in the Radiologic Technology program will be provided feedback and evaluation of their progress, both in the didactic and clinical courses. The faculty of the didactic courses will provide feedback to the students and evaluation of their progress via various assignments, quizzes, and exam grades. Students may contact program faculty at any time during the course to seek assistance and may make appointments with faculty during office hours.

If a student is failing to meet the academic and/or clinical objectives of a course, they will be notified by their instructor. The student may be offered assistance in the form of a performance improvement plan which requires the student to engage with the instructor to identify areas that need improvement, and implement a targeted plan for addressing the academic or clinical objectives that are not being met. Failure to raise the final grade to the required level will result in dismissal from the program. Dismissal from the program for failure to maintain the required grade average, however, does NOT require the student to terminate their study at the College. Students may transfer into other programs offered at the College.

Due to the extensive and comprehensive nature of the courses and clinical experience/internships found in this program, it may not be possible for the student to participate in regularly scheduled College activities or course offerings due to time constraints and conflicts.

Classroom and Clinical Education Attendance

Students are required to attend all classes in the Radiologic Technology curriculum as outlined by their course instructor. Excessive absence (defined in each course syllabus) is cause for dismissal from the program. Active participation of the student in class as well as self-directed learning outside of the class are behaviors expected of all Radiologic Technology students.

Students must follow the class attendance policy of the instructors. Excessive absences from any class will result in the "AW" grade which means FAILURE DUE TO EXCESSIVE ABSENCE - ACADEMIC WITHDRAWAL. An AW in any RDL course will result in dismissal from the program.

Students are required to take all the courses outlined in the Radiologic Technology curriculum. Students should not drop or withdraw from any required course without consulting their advisor. The student must assume responsibility for all work missed. The policies for making up quizzes/examinations are found in the individual instructor's class syllabus and must be adhered to.

Social Media Policy

Students are prohibited from posting any content that includes personal health information of any patient. This includes but is not limited to radiographs, medical records, or PACS data. Students are also prohibited from distributing or displaying any official documents of the HCC Radiology Technology Program or affiliated clinical sites. Students may not post private, identifiable, information about fellow students, staff, faculty, etc. without their prior consent. This policy is in addition to any existing policy of HCC or clinical affiliates.

Grading

Holyoke Community College grading scale is as follows:

93 +	=A
90-92	= A-
87-89	= B+
83-86	= B
80-82	= B-
77-79	= C+

Evaluation, Feedback and Advising

The College assigns each student an Advisor. Students in the Radiologic Technology program are typically assigned one of the two program faculty as their advisor. Students may contact their advisor at any time during the semester or program. The advisor may contact their students to set up official advising appointments each semester. Your advisor may help you with academic topics, registering for classes, and can provide resources for students seeking additional academic support as well as support for non-academic issues.

Academic Integrity

The college is an academic community whose mission is to promote learning through the acquisition, preservation, and transmission of knowledge. In order to achieve this goal, the college must create and maintain an atmosphere that promotes honesty and the free exchange of ideas, which is the essence of academic integrity. In this setting, all members of the institution have an obligation to uphold high intellectual and ethical standards, which, in turn, help maintain the highest standards of academic excellence.

To establish this positive learning environment, students must recognize that their role in their education is active; you, as a student, are responsible for your learning. Specifically, it is your responsibility to protect your own work from inappropriate use by others, and to protect the work of other people by providing proper credit for their ideas. In addition, your behavior must exemplify academic honesty at all times, and you should encourage such behavior in others. Actions constituting violations of academic integrity include, but are not limited to, the following:

Plagiarism: the use of another's words, ideas, data, or product without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as your own, or working jointly on a project and then submitting it as your own. Unintentional plagiarism may occur when students are unaware of the proper methods to use in crediting sources. Whether intentional or not, plagiarism is a violation of the college's standards of academic integrity; you are responsible for learning and following the rules for proper use of sources.

Cheating: the use or attempted use of unauthorized materials, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; unauthorized copying from or collaboration with another person.

Fabrication: intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.

Collusion: assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for your own benefit.

The Radiologic Technology program along with the rest of the Holyoke Community College community takes academic integrity very seriously. Please refer to your HCC student handbook for additional information.

STUDENT INFORMATION/RESOURCES

Program Costs

In addition to Holyoke Community College [tuition and fees](#), students in the Radiologic Technology program have additional course fees as follows: RDL 115 - \$50 for course materials, RDL 141 - \$15 for malpractice insurance, RDL 142 - \$200 program fee, RDL 242 - \$200 program fee. The following are one time costs students will also be required to pay for the following program requirements: e-text package (estimate \$760) Radtech Bootcamp (estimate \$315), Castlebranch account (estimate \$43), Trajecsys account (estimate \$150). Students are also required to purchase a scrub uniform and should have a laptop computer. The [HCC library](#) can loan laptop computers. Listed fees and costs subject to change.

Adverse Weather/Cancellation Policy

Holyoke Community College may close, cancel or delay classes in response to weather or other unanticipated events. Please find cancellation notice resources [here](#).

<https://www.hcc.edu/about/campus-safety/campus-closures>

If **on campus classes** are delayed, students must report to the delayed class if there is 45 minutes or more remaining, or to the next scheduled class after the announced start time. *For example; if*

classes are scheduled from 8-9:15 and 9:30-10:45 and the college opens at 9. You would not attend the 8am class and instead resume your normal schedule at 9:30.

If **clinical** classes are delayed, as long as there are at least two hours of the assignment remaining, students should report to clinical. If HCC is closed for the day, then all clinical sites are canceled including evening rotations. If only evening HCC classes are canceled then only evening clinical is canceled. Time missed due to inclement weather (college declared canceled) will be made up at the end of the semester. Snow days that fall during scheduled make up time must be made up. Students may **not** attend clinical classes when the College is closed or classes are canceled.

- **Baystate Franklin Students Only:** If GCC is closed you may use a snow day if you deem it unsafe to travel*
- **Berkshire Medical Students Only:** If BCC is closed you may use a snow day if you deem it unsafe to travel *

* delays follow the same format as above. You must notify the Clinical Preceptor as described in the clinical attendance policy.

Holiday Policy

The College is closed for holidays indicated in the [College Academic Calendar](#).

<https://www.hcc.edu/courses-and-programs/academic-calendar>

Students may not attend clinical on College holidays or when the College is closed.

Employment

The hours of employment must be established to not conflict with class hours or clinical affiliate experience. Because of the heavy academic and clinical experience schedule and requirements of the Radiologic Technology Program, part-time work must be flexible. If sufficient financial aid is not available to the student and the student must work part-time, it is the recommendation, not policy, of this program that employment not exceed 15 hours per week.

Support Services

Holyoke Community College is dedicated to student success. The College provides many student resources, a variety of services and programs offered to promote academic success. You may find more information about each of the following topics on their respective HCC web pages:

[Personal Counseling](#)

<https://www.hcc.edu/student-life/caring-for-yourself/mental-health-counseling-and-stress-mgmt>

[Requesting Accommodations for Disabilities](#)

<https://www.hcc.edu/courses-and-programs/disability-and-deaf-services>

[Financial Aid](#)

<https://www.hcc.edu/tuition-and-aid/financial-aid>

[TRIO Programs](#), which are designed to assist students who are first generation to college (neither parent or guardian has received a bachelor's degree), have a financial need (low-income), and/or have a documented disability.

<https://www.hcc.edu/courses-and-programs/academic-support/trio-programs>

[The Student Ambassador & Mentorship Program/SAMP](#) offers leadership and professional development training and workshops to women, non-binary, and transgender students that prepare participants for leadership roles on and off-campus.

[ALANA Men in Motion](#) matches African American, Latino, Asian, and Native American male students with a professional staff mentor to receive support with college navigation, along with personal encouragement and motivation.

<https://www.hcc.edu/courses-and-programs/academic-support/alana-men-in-motion>

[English as a Second Language](#)

[https://www.hcc.edu/courses-and-programs/areas-of-study/arts-and-humanities/academic-english-as-a-second-language-\(aesl\)](https://www.hcc.edu/courses-and-programs/areas-of-study/arts-and-humanities/academic-english-as-a-second-language-(aesl))

To find services for emotional, physical, spiritual, intellectual, environmental, financial, occupational, and social health, please view: <https://www.hcc.edu/student-life/caring-for-yourself> and

<https://www.hcc.edu/student-life/student-resources>

Scholarships and Awards

Two scholarships are currently available specifically for Holyoke Community College Radiologic Technology students. They are the Barbara Murray/Kathryn Root Scholarship and the Sister Bernice Lebel Scholarship. Students are eligible after completing nine credits in the Radiologic Technology Program. There are many other additional scholarships available. Please view the [scholarship page](#) of the HCC Foundation for more information.

<https://www.hcc.edu/alumni-and-friends/giving-to-hcc/the-hcc-foundation/scholarships>

Academic awards are given by HCC for Radiologic Technology Program class valedictorian, salutatorian, and academic achievement. The awards are based on grade point average in the Radiologic Technology program as of the second spring semester.

CLINICAL OBLIGATIONS

Admission to the HCC Radiologic Technology program does not guarantee clinical placement. Admitted students must meet additional requirements. Failure to meet the following listed requirements may result in your dismissal from the program. Hospital affiliates also have the right of refusal of a student.

Essential Functions

The following essential functions are necessary to successfully complete the Radiologic Technology program. In some cases, assessment and developmental courses may help students meet these standards. These functional abilities may be performed with reasonable accommodation.

To ensure patient safety, students throughout the program must be able to demonstrate:

1. Physical

- Helping in positioning patients who may be comatose, paralyzed, or otherwise incapacitated, from wheelchairs and beds, to x-ray tables, and vice versa. This includes regular lifting, pulling and pushing of 40+ pounds.
- Handling and moving objects- use of hands and arms in handling, installing, positioning, and moving materials, and manipulating things. Continuously reaching above shoulder level, frequently while holding objects.
- Standing and walking for extended periods of time
- Positioning, placing and moving equipment, i.e. image receptors, portable x-ray machines, and overhead equipment, as radiography requires positioning the x-ray tube hanging from the ceiling to various areas of the room.
- Response to signals such as sound and light from a distance of 15 feet, as control panels and exposure switches are located in rooms or paneled areas separate from the x-ray table on which patients are placed.
- Determination of differences in gradual changes in blacks, grays, and whites for purposes of judging images for technical quality.

2. Communicative

- Knowledge of the structure and content of the English language.
- Active listening- giving full attention to what others are saying, taking time to understand the points being made.
- Oral comprehension- the ability to listen and understand information and ideas presented through spoken words and sentences.
- Speech clarity- the ability to speak clearly so others can understand you.
- Speech recognition- the ability to identify and understand the speech of another person

- Written expression- the ability to communicate information and ideas in writing so others will understand.
- Communicating with others- providing information to supervisors, co-workers, and Physicians by telephone, in written form, e-mail, or in person.
- Interacting with computers- using computers and computer systems including hardware and software.
- Civility- polite, respectful, and professional behavior exhibited in classroom and clinical setting

3. Cognitive

- Ability to fill syringes and enema bags, manipulate locks on equipment, and follow isolation procedures
- Problem sensitivity- the ability to tell when something is wrong or is likely to go wrong.
- Control precision- the ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions
- Clinical decision making- gather, analyze and draw conclusions from data

4. Emotional

- Dependability- requires being reliable, responsible, dependable, and fulfilling role obligations.
- Integrity- requires being honest and ethical
- Cooperation- requires displaying a good-natured, cooperative attitude
- Self control- requires maintaining composure, keeping emotions in check, controlling anger and avoiding aggressive behavior even in very difficult situations.
- Concern for others- requires being sensitive to others needs and feelings.
- Initiative- requires a willingness to take on responsibilities and challenges.
- Stress tolerance- requires accepting criticism and dealing calmly and effectively with high stress situations.
- Adaptability/flexibility- requires being open to change and to considerable variety in the workplace.

Definitions from: the U.S. Department of Labor contracted organization [O*Net summary of Radiologic Technologists and Technicians](https://www.onetonline.org/link/summary/29-2034.00) <https://www.onetonline.org/link/summary/29-2034.00>

If you wish to discuss reasonable accommodation, please contact the Office for Students with Disabilities and Deaf Services.

<https://www.hcc.edu/courses-and-programs/disability-and-deaf-services>

Trajecsys

Trajecsys is a clinical document tracking system. Beginning with the incoming class in fall 2023, students are required to purchase a Trajecsys account that is linked to the HCC Radiology program. The account will remain active for the duration of the program.

Castlebranch

Students must create and pay for a subscription to Castlebranch, a third party vendor contracted by Holyoke Community College to verify, track, and maintain documents. You will be provided with directions on when and how to create the account so that it is visible to HCC administrators. Students are required to submit required health records and maintain compliance throughout the duration of the program.

CPR

All students must submit documentation of American Heart Association Basic Life Support for Healthcare Providers and maintain certification throughout the duration of the program. Note: American Red Cross certification is not accepted.

CORI/SORI

Criminal and sexual offender background checks are required to participate in clinical courses. Accepted students must pass the requirements of a CORI - Criminal Offender Record Information and SORI - Sex Offender Registry Information.

Health Insurance Coverage

For the duration of the program, all students must be covered by health insurance. Students may purchase health insurance through the College if they are not covered by another plan.

Liability Insurance

Each student must hold liability insurance. This is offered as a group policy (at a group rate) through the program. The fee will appear on the student's bill.

Drug Screening Policy

Admitted students are required to submit to a 10 panel drug screen prior to attending clinical. In addition, a clinical facility may require the student to submit and pass random drug screening analysis in order to remain at that facility. If a student fails drug screening, retesting occurs within 24 hours of notification of results. Failure to pass a drug screen or refusal to submit to screening will make the student ineligible for clinical placement. Failure and/or refusal for drug screening are grounds for immediate removal from the program. All screening will be at the student's own expense. The Work Connection at Holyoke Medical Center has been selected as the exclusive laboratory for student drug testing.

Health and Immunization Requirements

Students are required to meet and maintain health requirements that comply with Massachusetts Department of Public Health standards and standards set forth by the hospital clinical affiliates. Failure to meet the health requirements or submit the proper documentation may jeopardize placement at the clinical site and/or in the Radiologic Technology program. Responsibility for any sickness or injury occurring during the course of the program is the responsibility of the student. These requirements include documentation of the following:

- Measles, mumps, rubella vaccination or positive titer
- Varicella vaccination or positive titer
- Meningitis vaccination (for those under the age of 21)
- T-Dap (tetanus, diphtheria, pertussis) vaccination
- Influenza vaccination (annual requirement)
- COVID-19 vaccination (as currently required by clinical settings and CDC)
- Hepatitis B vaccination AND positive titer (since the vaccination process for Hepatitis B takes place over 6 months, applicants are encouraged to start this process in advance of application)
- Tuberculosis screening (annual requirement)
- Physical examination dated no more than one year prior to program start

Clinical Assignments

The Clinical Coordinator will assign students in the HCC Radiologic Technology program to at least two clinical sites during the program. Typically, students stay at one clinical site for the first year, and then attend at another site during their second fall semester. This allows students to experience a variety of radiologic exams and experience different hospital cultures. Assignments may be altered as needed to meet programmatic, hospital affiliate, and student needs.

Consideration for student placement at a clinical site is based on geographic proximity to the student's home, but proximity to your home is not guaranteed. The Clinical Coordinator also considers clinical placement sites to avoid conflicts that may affect objective assessment. Students are responsible for their own transportation to and from the clinical site. Students may be assigned to **any** clinical site affiliated with the program.

The HCC Radiologic Technology program currently hold affiliate agreements with the following health care centers: Baystate Franklin Medical Center in Greenfield, MA; Cooley Dickinson Hospital In Northampton, MA; Holyoke Medical Center in Holyoke, MA; Trinity of New England Mercy Medical Center in Springfield, MA; Berkshire Medical Center and Berkshire Health Urgent Care in Pittsfield, MA. Students assigned to Cooley Dickinson may attend a weekly rotation assignment at the affiliated Atwood Health Center, also in Northampton. Students at Berkshire Medical Center may attend a weekly rotation assignment at the affiliated Berkshire Health Urgent Care, also in Pittsfield.

With the Clinical Preceptor, the Clinical Coordinator will create a weekly rotation schedule for students. Students will be assigned to different areas in the department to obtain experience in routine radiographic procedures, fluoroscopy, portable examinations, operating room, and emergency room studies. During the last semester, the Clinical Preceptor and Clinical Coordinator will assign students to observational rotations in Computed Tomography (CT) scanning, Magnetic Resonance Imaging (MRI) and Bone Density diagnostics. Students may elect to complete additional observational rotations in Nuclear medicine, Ultrasound, and Radiation therapy.

Evening Clinical Assignments

Evening shifts are mandated to provide a broader range of experience including emergency procedures and non-routine examinations. Each student will be assigned to the evening clinical shift: for one week at a time, once during the first semester and twice during each subsequent school semester. The times are 4pm-8pm. Evening rotations will be scheduled with your Clinical Preceptor.

Site Specific Trainings and Policies

Each clinical site hospital affiliate requires students to complete that organization's specific training. Training may vary from hospital to hospital. Students must complete all site specific training and adhere to all site specific hospital policies.

CLINICAL POLICIES

Clinical coursework is an integral part of the Radiologic Technology Program. Through clinical courses, students meet the clinical competency requirements prescribed by the ARRT needed to complete the program. Clinical experience can be challenging and rewarding. Each clinical site has a Clinical Preceptor who provides students with clinical instruction and supervision, evaluates student clinical competence, supports student education, compiles feedback from the technologists, and enforces program policies and procedures. Clinical policies provide students with a framework to successfully navigate the clinical environment. Students must adhere to all clinical policies and procedures.

HIPAA Policy

Health Insurance Portability and Accountability Act of 1996 (HIPAA) is federal legislation for the protection and confidentiality of health information. All Radiologic Technology students are required to complete HIPAA training. Students are provided content related to HIPAA during RDL 115 Patient Care. Clinical facilities require site specific training in addition to HCC Radiologic Technology Program HIPAA training.

Personal Electronic Devices

Students may not bring personal electronic devices, such as cell phones, to the clinical environment. They must be stored during clinical time and only used during breaks, or if otherwise permitted by the Clinical Preceptor or program faculty.

Clinical Dress Code

Students are expected to come prepared to the clinical area. Students will adhere to the clinical dress code:

- **UNIFORMS:** Navy blue scrubs. Clean and unwrinkled. Hospital identification as directed. White shoes, no open toes or heels. A navy scrub jacket may be worn for those who need another layer or a white turtleneck or plain white T-shirt may be worn UNDER the uniform. Sweaters may NOT be worn over the uniform.
- **HAIR:** Neat. Clean. Longer than shoulder length hair must be pulled back off the face and off the collar. Neon hair colors are not acceptable. Facial hair must be neatly trimmed so that it is completely covered by a single surgical mask.
- **FINGERNAILS:** Fingernails should be clean and no longer than 1/4 inch past the fingertips. Artificial nails and nail polish are not permitted due to infection control.

- **JEWELRY:** Watch and wedding rings are permitted. Necklaces may be worn under the uniform. For those with pierced ears, earrings must be 1 inch in diameter or less. All other visible piercing adornments must be removed, including tongue rings.
- **IDENTIFICATION:** Assigned student identification provided by each hospital, and dose monitor must be worn.
- **MARKERS:** Lead markers with the student's identification are required. These are provided by the College. Students are responsible for replacing lost markers.
- **TATTOOS:** All potentially visible tattoos must be covered when practical. Tattoos that are deemed offensive to a protected class, such as **race, national origin, religion, disability, age, sexual orientation, or gender identity** must not be visible.
- **Scents:** Students are not permitted to wear perfumes, colognes, scented products while attending clinical. Most hospitals have a policy prohibiting scents.

The Clinical Preceptor may require a student to leave the clinical area until the student is in compliance with the dress code. Time missed will affect make-up time and dismissal as described in the clinical syllabi.

Clinical Education Attendance

While engaged in clinical experiences, the student is required to abide by the rules and regulations of the affiliate to which they are assigned. Students must remain in their assigned rotations/rooms/area until reassigned by the clinical supervisor.

To be considered on time for clinical, students must be prepared and at their assigned departmental location at the clinical start time. You will typically be either assigned to a technologist or a specific x-ray room. Your whereabouts must be accounted for. You must not leave your assignment unless directed to. You should be active at the clinic, either being involved in exams or practicing.

Tardiness of more than five minutes will be recorded. If a student is tardy more than three times, the clinical coordinator will be notified and the student may receive a written warning. A student who will be late or absent from their clinical assignment must personally notify their Clinical Preceptor at least one-half hour before the scheduled starting time. Students are expected to make medical and other personal appointments outside of scheduled clinical time. Each clinical syllabus outlines the required attendance policy. An attendance warning letter is sent to a student who has missed time, as described in the syllabus. Special situations of illness or injury (with

documentation of treatment under the care of a physician) will be reviewed by the Radiologic Technology faculty. An "I" (Incomplete) may be awarded under *extraordinary* circumstances.

Clinical Evaluation

The clinical staff technologists, Clinical Preceptors, and program faculty will provide feedback and evaluation to students for the clinical courses. Staff technologists may provide students with verbal feedback during and after conducting exams. Students must present technologists with feedback forms, which the technologist will fill out and return to the Clinical Preceptor.

Technologists also may use the Trajecsys document tracking system to provide feedback to the Clinical Preceptor and Faculty about a student's performance. The Clinical Preceptor, through their own observation and with the shared feedback of technologists, and tracking clinical competency attempts, will provide evaluations of the students' progress, indicating strengths and areas for improvement.

If a student is not demonstrating progress, they will be required to engage with program faculty and/or the Clinical Preceptor in developing and participating in a performance improvement plan. A performance improvement plan is an individualized set of objectives and actions designed to help the student identify areas for improvement and specific actions to take toward the goal of performance improvement. The student is responsible for engaging in the performance improvement process.

Unanticipated events

If a cancellation occurs at only one clinical site due to an unanticipated event, students at all other sites must continue to attend their regular clinical hours. Time missed at the site will be made up at the discretion of the program director on a case by case basis. If a clinical site will be unavailable to students for more than one week (or 40 hours) alternative clinical arrangements may be made, as permissible.

Competency Testing

Each student is required to demonstrate their ability to perform examinations by means of competency testing. Having completed classroom assignments for various anatomical areas, the student will request to be evaluated for competency on a specific exam. The criteria for competency testing are given to each student during the first clinical course. Competency testing must be completed according to the posted schedules and competency completion is part of the clinical grading system. The student will inform the technologist prior to attempting the competency that they wish to be formally evaluated and present the technologist with the competency form. When the exam is complete, the technologist will indicate whether the student performed the exam to a competent level of needs improvement and provide feedback. The student is required to submit the competency form, whether indicated competent or needs improvement, to the Clinical Preceptor. This way the student can demonstrate clinical participation

and the preceptor can also help the student identify skills to focus on. Failure to submit competency forms or any alteration of competency forms may result in disciplinary action for failure to meet the College Academic Integrity policies. In the event that a student makes repeated errors on an exam for which they have already completed a competency exam, a Clinical Preceptor may revoke the competency and require remediation in that exam.

After the competency form is submitted to the Clinical Preceptor, the student will be required to orally review the exam with the Clinical Preceptor or program faculty and demonstrate understanding of the exam. Criteria for the oral portion of the competency exam will be shared during the initial clinical placement. Only after the preceptor or program faculty approval will the student be permitted to perform the specific exam under **indirect supervision**.

Student Clinical Supervision

Students in the program are under the supervision of the Clinical Preceptor or Registered Technologist to whom they are assigned and are expected to carry out any and all legitimate requests made by these supervisors.

When a student is assigned to a radiography room, they are directly responsible to the Registered Technologist in charge of that room. The technologist may make requests of the student related to their training which are to be honored. The radiology administrator, radiologists, lead technologists, and Clinical Preceptor may also make requests of the students due to their supervisory capacity. Any disagreements, personality clashes, complaints, etc. which may develop should be referred to the Clinical Preceptor and/or other Clinical Coordinator for discussion and appropriate action. Lack of observation of department or program policies and or lack of attention to safety procedures for the patient and their well-being may be sufficient grounds for dismissal from the program.

Before a student demonstrates competency of a given exam, the student is under the **direct supervision** of the assigned technologist. Under direct supervision the technologist will review the procedure in relation to the student's achievement, evaluate the condition of the patient in relation to the student's knowledge; be physically present during the conduct of the procedure; review and approve the procedure and images and be physically present for any repeat images. If the technologist leaves or is not physically present, the student MAY NOT PROCEED.

After competency completion of a given exam, the student is allowed to function under **indirect supervision** as deemed appropriate by the supervising registered technologist. Under **indirect supervision**, a registered technologist is immediately available to assist the student regardless of the level of student achievement. A registered technologist must review the radiographs before the patient leaves the department and is present in the event that any radiographs must be repeated.

Repeat images must be completed under **direct supervision**. The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. Supplemental images that cover an area of anatomy missed on the routine images are considered repeats: i.e. an ankle after the performance of a lower leg image. If a repeat radiograph is necessary, the student will take the repeat only with a registered technologist present.

Students must be **directly supervised** during all surgical and all mobile imaging procedures, regardless of the level of competency.

Approving Radiographs

A registered technologist must review all radiographs taken by students before the patient is released from the department. Patients will be released from the department only after the radiographs have been approved by a registered technologist. Students **can not** approve radiographic images.

Holding Patients

Student radiographers **will not** hold patients or receptors during examinations.

If a patient needs support to hold a position for an exam, mechanical restraining devices should be used when possible. Otherwise, a relative or friend who is not pregnant or non-radiography (non-pregnant) personnel may assist the patient. Protective gloves and an apron should be provided and the assistant should not be exposed to the primary beam.

Communication

Clear, courteous communication is a must, not only with patients, but with other members of the healthcare team. Please call patients by their preferred name. Do not use pet names such as “sweetie”, “honey”, “pal”, “buddy”, etc. Please follow site policy whether you address patients by their first name only when calling them from the waiting room.

Technologists: Your rapport with the technologists is key to success in the program. You are practicing under their licenses. The technologists will help you learn, and you may ask them questions about how to perform exams, seek clarification, and seek feedback. Make sure questions are asked at an appropriate time. Do not ask questions in front of the patient that may make the patient lose confidence in the technologist. You must maintain professional relationships and use professional language with the staff technologists. Technologists will communicate with the Clinical Preceptor, providing feedback about student performance, and informing the Preceptor of any policy violations, unsafe practices, or poor behavior.

CLINICAL HEALTH AND SAFETY POLICIES

Student Health

Students must notify faculty immediately of any change in health status that may cause the student to be unable to meet the physical requirements of the program. Students are required to make up any clinical time due to illness, injury, surgery or other medical treatment before completion of program/awarding of diploma. Students are encouraged to schedule elective medical procedures during times that would not interfere with the program courses. Didactic course attendance policies must be met. Clinical course time can be rescheduled when the faculty agrees that the student's situation is "extraordinary" and the student's education would not be jeopardized by the change. Return to clinical practice is contingent upon a health care provider's documentation giving clearance to resume **full** clinical activities.

If a student sustains a prolonged absence due to medical issues , they pursue a [Withdrawal for Medical Reasons](#) as outlined in the College Catalog.

<http://catalog.hcc.edu/content.php?catoid=10&navoid=398>

Communicable Diseases In the Clinical Setting Policy

Communicable diseases are illnesses that spread from one person to another or from an animal to a person, or from a surface or a food. Diseases can be transmitted through:

- direct contact with a sick person
- respiratory droplet spread from a sick person sneezing or coughing
- contact with blood or other body fluids
- breathing in viruses or bacteria in the air
- contact with a contaminated surface or object
- bites from insects or animals that can transmit the disease
- ingestion of contaminated food or water

Students must practice universal precautions in the clinical setting when working with patients. Students must follow site specific protocols and wear the proper personal protective equipment indicated at the facility for a patient identified as having a contagious illness.

Exposure To Blood And Other Body Fluids Policy

If a student experiences a needlestick injury or is exposed to the blood or other body fluid of a patient during the course of your clinical experience, immediately follow these steps:

- Wash needlesticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, saline, or sterile irrigants
- Report the incident to the Clinical Preceptor or department manager at the clinical site
- Immediately seek medical treatment

The student must report the incident to faculty as soon as possible after seeking immediate treatment at the facility and following site specific protocols for reporting incidents. The cost of any post-exposure medical treatments will be the financial responsibility of the individual student.

Student Injury

If a student receives an injury during performance of a clinical procedure, they are to report this injury to the Clinical Preceptor or supervisor at the time of the injury. The student will receive emergency room treatment, if necessary, at the student's expense, which may be covered by personal health insurance. Follow clinical site protocols pertaining to accident reporting.

Patient Injury

Should a patient receive an injury in the Medical Imaging Department, any student involved in the injury is required to inform the Clinical Preceptor or Supervisor. The student must follow site specific injury reporting protocol. This report should be made out in detail for future reference in case of legal considerations. A copy of any incident report involving a student will be kept in the student's file.

Substance Abuse

The Radiologic Technology Program has a strict zero tolerance policy against being under the influence of illegal drugs and/ or alcohol while attending any classroom or clinical session. Any student suspected of violating this policy is subject to disciplinary action up to and including dismissal from the program.

Drug screening tests will be performed immediately upon report of reasonable suspicion by Radiologic Technology Program staff of student drug/ alcohol use/abuse. Tests will be performed by the clinical affiliate at the expense of the student. The student will then be placed on clinical suspension pending the results of the test. Refusal to submit to drug testing will lead to immediate clinical suspension and disciplinary action up to and including dismissal from the program. This policy is in addition to the HCC Substance Abuse policy stated on pages 61-62 of the [HCC Student Handbook](#).

Marijuana Use

Although Massachusetts law now permits the use of medical marijuana and the possession, use, distribution and cultivation of marijuana in limited amounts, federal law, including the Federal Controlled Substances Act of 1970, the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1989, prohibits the possession, use, distribution and/or cultivation of marijuana at educational institutions. Further, as marijuana remains classified as an illegal narcotic under federal law, institutions of higher education that receive federal funding are required to maintain policies prohibiting the possession and use of marijuana on their campuses. **Accordingly, the possession, use, distribution or cultivation of marijuana, even for medical purposes, is prohibited on all community college property or at college sponsored events and activities. Clinical rotations are considered college sponsored activities.**

Impaired Student Policy

A major aspect of student learning in the Radiologic Technology Program occurs in clinical settings with direct student-patient contact. Safety is a critical component of each course. Students have the responsibility to practice without undue risk to themselves or others, and to maintain fitness for duty throughout all clinical hours. Faculty have the obligation to assess and make professional judgment with respect to each student's fitness for safe practice during clinical hours. When a faculty member makes a professional judgment that a student's psychological and/or physical condition has impaired their ability to perform in accordance with course specific clinical behaviors, the student will be asked to leave the clinical area. The following procedure provides details of this process. The HCC Student Handbook refers to other designated disciplinary offenses.

Any expenses incurred as a result of assessment, treatment, transportation, and monitoring are solely the responsibility of the student.

PROCEDURE:

1. Initial Identification

- a. When there is concern that a student poses a risk of harm to self or patients, or is otherwise unfit for duty, the faculty members may remove the student from the clinical area.
- b. The student is informed of temporary suspension from clinical practice and an immediate meeting with a representative of the Radiologic Technology program is arranged. If warranted by the student's condition, the Clinical Preceptor, campus security or a representative from the Radiologic Technology Program may accompany the student to the nearest healthcare facility for emergency treatment prior to bringing the student to the College for the meeting.

- c. The documented evidence of impaired clinical performance is reviewed with the student and the student has an opportunity to provide an explanation.
- d. When the cause of the impaired performance has been addressed satisfactorily, the student will be permitted to return to the clinical area.

2. Referral and Treatment

- a. Before being permitted to return to the clinical area, the student may be mandated to obtain a health assessment. This assessment may be done at the Emergency Department of the nearest hospital, or any healthcare facility authorized by the student's health insurance carrier, at the student's expense.
- b. The student has the right to refuse this assessment, treatment, and further monitoring. However, the Dean of Health Sciences and Culinary Arts Division may tell the student that they are not permitted to return to clinical practice without certification from a recognized healthcare provider that they are either undergoing treatment or do not need treatment and are fit for duty.

3. Return to Clinical Practice

- a. If the student has been referred for treatment, the student will be permitted to return to clinical practice only on the specific recommendation of an appropriate treatment provider that the student is capable of safe and skilled clinical performance.
- b. Information will be shared with treatment providers and others designated by the student, with the student's written consent. The student may also be asked to give written permission for treatment providers and others to share information with a representative of the Radiologic Technology Program as needed.
- c. No information will be shared with other members of the Radiologic Technology Program unless there is a clear and direct need to know.
- d. The student and a representative of the school will sign a return to school agreement, individualized according to the student's needs. This agreement will delineate the terms of the student's return to clinical practice.
- e. The Radiologic Technology Program has the right to impose conditions on the student's return to clinical practice as necessary following treatment.
- f. The Radiologic Technology Program will provide direct supervision of the student following return to school and clinical practice.
- g. Any subsequent behaviors that indicate unsafe clinical performance may be cause or dismissal from the Program.

Failure to comply with the steps of this policy will be grounds for dismissal from the Program.

RADIATION AND MRI SAFETY POLICIES

The purpose of the following policies and procedures are to promote the health, safety, and optimal use of radiation for students, patients, and the general public. Students must adhere to the following policies.

The guiding principle of radiation safety is ALARA - As Low As Reasonably Achievable. Our radiation safety program is based on the premise that radiation exposure is not risk free; therefore, exposure should be kept to minimum levels. Students will employ the three cardinal rules of radiation protection: time (decrease time exposed to radiation), distance (increase distance from the source of radiation), and shielding (use barriers, including lead aprons and shields, as policy dictates) to minimize exposure to themselves, patients, and the general public. Additionally, students will be provided a dosimeter to monitor their exposure.

Radiation Monitoring

Holyoke Community College will provide each student with the appropriate dosimeter (dose badge). Dosimeters will be worn at the level of the collar/upper chest. When wearing lead shielding, the dosimeter must be worn OUTSIDE of the lead at the level of the collar/upper chest. Dosimeters are to be worn ONLY during assigned clinical time and must be stored at the clinical site in the designated area when not in use.

The student assumes full responsibility for the monitoring device issued to them. Lost or damaged devices are to be reported IMMEDIATELY to the Clinical Preceptor and Clinical Coordinator. Failure to follow dosimeter policy will result in points lost in the Radiation Protection section of the clinical evaluation.

- 1st offense review of policy and verbal warning
- 2nd offense loss of 2 points and written warning
- 3rd offense loss of 4 points and disciplinary action

The Clinical Coordinator will provide a dose report within 30 days following the end of the wear date. Students are required to acknowledge receipt of the report by the means provided by the Clinical Coordinator. Program faculty will educate students on interpreting the dose report. Students are responsible for:

- Being aware of the levels of exposure they have received.
- Interpreting their dosimeter reports in terms of established safe levels
- Adopting responsible attitudes and behaviors with regard to the clinical practice involving the use of radiation relative to their own exposure and to their patients.

[The National Council on Radiation Protection and Measurements](#) sets occupational dose limits at 50 mSv (5,000 mRem) per year. Based on the federal limits for workers under the age of 18, the

HCC Radiologic Technology program has established a dose limit for students at 10% of the NCRP occupational dose limit, or 5 mSv (500 mRem) annually. The program has established low levels of exposure as the investigation levels to alert students to possible improper radiation safety practices and provide corrective education.

The investigation levels are:

- Level 1 exposure: 20-30 mRem (0.2-0.3 mSv) in one month if using a monthly dosimeter or 60-90 mRem (0.6-0.9 mSv) in a quarter for a quarterly dosimeter
- Level 2 exposure: 30+ mRem (0.3+ mSv) in one month if using a monthly dosimeter or 90+ mRem (.9+ mSv) in a quarter for a quarterly dosimeter

Level 1 exposure requires a meeting with the program Clinical Coordinator to discuss dosimeter use and misuse and radiation safety practices.

Level 2 exposure requires a written report/questionnaire and a meeting with the program Clinical Coordinator. (sample level 2 exposure form is at the end of the handbook)

Pregnancy Policy

Pregnancy information is requested to allow the program to monitor the radiation dose received by the fetus. **A pregnant student is encouraged, but not required to inform the program clinical coordinator as soon as she knows she is pregnant.** After a student has informed the program clinical coordinator of their pregnancy using the Declared Pregnancy Form, a fetal dosimeter badge will be issued. This fetal badge is to be worn at the front of your abdomen. If you are wearing a lead apron, you must wear the fetal dosimeter in front of your abdomen, but **under** the lead apron. The fetal dose and the monthly readings will be monitored and will not exceed 500 mRem (5mSv) for the entire pregnancy, or 10 mRem (0.1 mSv) per month. The student will also receive a copy of Regulatory guide number 8.13 from the Nuclear Regulatory Commission titled "Instruction Concerning Prenatal Radiation Exposure". The student will inform the program clinical coordinator when the pregnancy is complete using the Declared Pregnancy Form. **The student may withdraw the declaration of pregnancy at any time** using the Declared Pregnancy Form. A copy of the Declared Pregnancy Form is provided at the end of this document.

The student may continue in the program without modification. Provisions for any time missed will be made on an individual basis. Pregnant students are ensured rights under the Title IX law. HCC has a Title IX officer, who is a resource for determining options for the pregnant student in regard to leaves of absence.

Magnetic Resonance Imaging (MRI) Safety

MRI can cause projectile injury due to the attraction of metals to the strong magnetic field and thermal injury due to the reaction of some metals to radio waves. All students must undergo MRI screening prior to clinical placement. This screening will be repeated by MRI personnel at the

clinical site before a student may enter the MRI restricted area. A MRI trained clinical site staff member must administer the screening at the clinical site. The student must be under the direct supervision of a MRI trained technologist at all times while in the MRI environment, including the patient interview and prep area, the control room, and the MRI scanner room. If a student's health status changes that would result in a change in their initial screening status, they must inform the Clinical Coordinator.

(sample MRI screening form at the end of the handbook)

DISCIPLINE POLICY

To ensure an environment conducive to teaching and learning is established, Holyoke Community College expects that individuals within its programs will treat each other courteously and with respect. When differences arise, these should be resolved in a civil manner. Issues of a personal nature, or conflicts, should be handled by meeting with instructors or other staff members outside of class so as not to disrupt classes or take up class time. Belligerent, hostile, disruptive, abusive or threatening behavior or language will not be tolerated. Students behaving in this manner may have disciplinary action initiated against them, including expulsion from class or the College.

The College's disciplinary policy is printed in the Student Handbook. Students are advised to review this policy.

Students are required to abide by the rules of the College, the Radiologic Technology program and hospital affiliates.

Each student receives a Radiologic Technology Student Handbook from the Radiologic Technology program and department policy information from the affiliate hospital. Students are required to observe the rules and regulations of those institutions. Failure to abide by these rules and regulations or any act that jeopardizes patient care may result in dismissal from the program.

Disciplinary Action Plan

A student, who has breached College, Radiologic Technology program, or affiliate policies and/or has acted in an unsafe manner during classroom or clinical assignments, may be automatically suspended from clinical and/or classroom assignments (depending upon the nature of the violation). Each specific incident will be reviewed by the program faculty and the necessary action decided on an individual basis.

Actions are outlined below:

Written Warning

A written warning is completed by the appropriate faculty member and reviewed and acknowledged by the student. The warning will be considered in the event of any further policy violations. The student is required to make up any time or assignments that they missed.

OR

Dismissal from the program

Students may be dismissed from the program because of repeat policy violations or a violation of a nature that warrants dismissal. Withdrawal forms will be completed for clinical and classroom courses for the current semester and a drop form will be completed for the next semester, if the student has already enrolled.

HCC Radiologic Technology Program Level 2 Exposure Questionnaire

We routinely investigate Level 2 exposures. Students are required to complete this questionnaire. Please reply as quickly as possible so that we can evaluate any factors affecting your exposure.

Circle One

- | | | |
|---|-----|----|
| 1. Was the badge placed or stored near radiation? | Yes | No |
| 2. Did you accidentally expose yourself to a beam of radiation? | Yes | No |
| 3. Did you hold a patient during radiation exposure? | Yes | No |
| 4. Did you work significantly more hours or perform more procedures during this period? | Yes | No |
| 5. Were you involved in procedures requiring unusually high exposure to radiation, such as angiography or cardiac cath? | Yes | No |

Please describe any unusual incident or provide any additional information that will help explain your dose:

Student Signature: _____ Date: _____

Meeting Date: _____

Program Clinical Coordinator Signature: _____

Comments: _____

HOLYOKE COMMUNITY COLLEGE RADIOGRAPHY PROGRAM
Pregnancy Declaration Form

NAME: _____

STUDENT #: _____

DECLARATION OF PREGNANCY:

I am declaring that I am pregnant. _____ (month, year)

I believe I became pregnant in _____ (month, year)

I understand that my occupational radiation dose during my entire pregnancy will not be allowed to exceed 500 mRem (5mSv), or 10 mRem (0.1 mSv) per month (unless that dose has already been exceeded between the time of conception and submitting this letter). Radiation Exposure Assessment BEGINS as soon as you declare your pregnancy in WRITING. A fetal dose badge will be issued and should be worn in front of your abdomen to monitor fetal dose.

I may withdraw this declaration of pregnancy at any time for any reason. I have received NRC Regulatory Guide 8.13.

SIGNATURE: _____ DATE: _____

RECEIVED BY: _____ DATE: _____

Declaration of pregnancy withdrawn on (date) _____

SIGNATURE: _____

MRI Safety Screening Form Sample

Magnetic Resonance Screening Form for Students

Magnetic resonance (MR) is a medical imaging system in the radiology department that uses a magnetic field and radio waves.

This magnetic field could potentially be hazardous to students entering the environment if they have specific metallic, electronic, magnetic, and/or mechanical devices. Because of this, students must be screened to identify any potential hazards of entering the magnetic resonance environment before beginning clinical rotations.

Pregnancy Notice: The declared pregnant student who continues to work in and around the MR environment should not remain within the MR scanner room or Zone IV during actual data acquisition or scanning.

Student Name: _____ Date: _____

		Circle Yes or No	
1.	Have you had prior surgery or an operation of any kind?	Yes	No
If yes to question 1, please indicate the date and type of surgery: Date: _____ Surgery Type: _____			
2.	Have you had an injury to the eye involving a metallic object (e.g. metallic slivers, foreign body)?	Yes	No
If yes to question 2, please describe: _____			
3.	Have you ever been injured by a metallic object or foreign body (e.g., BB, bullet, shrapnel, etc.)?	Yes	No
If yes to question 3, please describe: _____			
Please indicate if you have any of the following:			
	Aneurysm clip(s)	Yes	No
	Cardiac pacemaker	Yes	No
	Implanted cardioverter defibrillator (ICD)	Yes	No
	Electronic implant or device	Yes	No
	Magnetically-activated implant or device	Yes	No
	Neurostimulator system	Yes	No
	Spinal cord stimulator	Yes	No
	Cochlear implant or implanted hearing aid	Yes	No
	Insulin or infusion pump	Yes	No
	Implanted drug infusion device	Yes	No
	Any type of prosthesis or implant	Yes	No
	Artificial or prosthetic limb	Yes	No
	Any metallic fragment or foreign body	Yes	No
	Any external or internal metallic object	Yes	No
	Hearing aid	Yes	No
	Other device: _____	Yes	No

I attest that the above information is correct to the best of my knowledge. I have read and understand the entire contents of this form and have had the opportunity to ask questions regarding the information on this form. Should any of this information change, I will inform my program director.

Student Signature : _____ Date ____ / ____ / ____

The student has not identified any contraindications to entering MR Zone III or IV.

The student has identified contraindications to entering MR Zones III and IV. The student has been advised not to progress past MR Zone II unless screened by an MR Level II Technologist onsite at each clinical setting.

Form Information Reviewed By: _____
Print name Signature Title Student Initials

This form is provided by the JRCERT as a resource for programs. Programs are encouraged to personalize the form prior to use.

Remember: The magnet is always on!

**Holyoke Community College
Radiologic Technology Program
Statement of Understanding**

I have read and understand the policies and procedures outlined in the Radiologic Technology Program Handbook. I understand that my failure to abide by these policies may necessitate slowing or limiting the academic process, or even stopping progression within the program.

Student Signature

Date

Printed Name