



STUDENT HANDBOOK & POLICY MANUAL

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Forward:

This handbook is for Radiologic Technologies students. It is designated to be used as a reference concerning your academic and clinical responsibilities as a student in the program. This handbook serves as a supplement to the [Student Experience Guide](#) and the [Academic Catalog](#). We highly recommend you become familiar with all three documents as they will assist you to understand policies relative to the college, program as well as clinical affiliates.

College Mission Statement:

Concordia College New York is a Christian higher education community of learning where mutual **respect** flourishes, **responsibility** is developed and **reverence** for God is cultivated so that students can pursue lives of passion, purpose and service.

College Values:

- **IDENTITY:** We are anchored in a living Lutheran heritage as we strive to follow Jesus Christ. We express this identity with an ethics-infused curriculum and a faith-informed community life.
- **QUALITY:** As an academic *community*, we embrace hospitality, civility and respectful dialogue across differences; as an academic *institution*, we are committed to intellectual rigor as well as co-curricular and pedagogical experiences that are personalized, enduring and actionable.
- **DIVERSITY:** Our community reflects diversity as we reach out with a globally engaging worldview capitalizing on the international destination that is the classroom of Metropolitan New York City. Providing access to networks of vocational success, full human flourishing becomes a possibility for our students, their families, and the world.
- **INNOVATION:** We embrace technological innovation. In our dynamic environment, we adapt our educational and business models in a manner that is responsive to the needs of our students.
- **VOCATION:** We reinforce the formation of identity, leadership, integrity, and collaboration so that students, faculty, staff, and alumni may realize God's calling in every life they touch.

Institutional Learning Outcomes:

- **COMMUNICATION:** communicate effectively.
- **ANALYSIS:** Analyze and apply knowledge.
- **ETHICS:** Employ ethical decision making.

Radiologic Technologies Program Bachelor of Science Degree:

Radiologic Technologies is the art and science of utilizing radiation to produce diagnostic images of the tissues, bones, organs, and vessels of the body to assist physicians in the diagnosis and treatment of disease. Images are recorded digitally on a monitor. The radiographer is an essential member of the health care team and is responsible for producing quality diagnostic images through accurate positioning, radiation protection, and quality patient care. The Program consists of a selective curriculum designed to educate and train students in the art and science of diagnostic radiologic technology.

Program Mission Statement:

The Mission of the Radiologic Technologies Program is to offer to the community a quality educational program whose purpose is to train competent Radiographers who will steadfastly practice radiation safety and quality patient care. We are committed to instruction in an atmosphere of professionalism, support and shared ministry.

Program Values:

- Respect and compassion for ourselves and others
- Excellence in Education
- Dignity of Human Life
- Commitment to the Radiologic Technologies Profession

Program Student Learning Outcomes:

Upon completion of the program, Radiologic Technologies graduates will:

PSLO #1 demonstrate critical thinking competence in radiologic technology

- **Students will be able to apply learned positioning skills.**
- **Students will demonstrate the selection of correct technical factors for various exams.**
- **Students will employ appropriate radiation protection in the clinical setting.**

PSLO #2 devise problem solving skills for use in the field of Radiologic technologies

- **Students will demonstrate the ability to adapt skills for trauma (non-routine) exams.**
- **Students will demonstrate the ability to adapt techniques for variations in patient body habitus**
- **Students will demonstrate an ability to critique radiographs for diagnostic quality and to recognize potential area(s) of improvement.**

PSLO #3 develop professional and ethical behavior as a Radiologic technologist in service to the community.

- **Students will express professional behavior towards patients, fellow students, and hospital staff working as a member of the health care team.**
- **Students will obtain didactic knowledge of professional law and ethics to support ethical behavior in the clinical setting.**
- **Students will synthesize best practices to remain culturally competent in a diverse environment.**
- **Students will outline the risks and benefits of both routine and advanced imaging procedures.**

PSLO #4 employ effective communication in the surrounding community and in the health care field

- **Students will employ effective oral communication skills in the clinical setting and in class.**
- **Students will demonstrate effective written communication skills in the clinical setting.**
- **Students will demonstrate the ability to collaborate with all members of the healthcare team.**

PSLO #5 value the importance of continued personal and professional development.

- **Students will pass the national certification examination on the first attempt.**
- **Of those pursuing employment, students will be gainfully employed within 6 months post-graduation.**
- **Students will complete the program.**
- **Graduates will be satisfied with their education.**
- **Employers will be satisfied with the performance of newly hired technologists.**
- **Students will justify the need for professional development through Continuing Qualifications Requirements**

Degree Requirements:

Concordia Core – Liberal Arts Core 40
Experiential Learning: Professional Field Sequence 6
Required Program Courses 61
Required Support Courses 8
Exploration and enrichment sequence 16-19
Total Credits=124

Program Requirements:

Students, whether traditional First-Year or transfer, are required to have and maintain an overall GPA of 3.0 or better on a 4.0 scale. Students are required to maintain a minimum final grade of B- in all required program courses. Students are also required to maintain a final grade of C+ or better in required support courses. Prior to enrollment or completing a program transfer, demonstration of 50 hours of volunteer hours in a health care facility must be demonstrated. Prior to acceptance into the program either as a new student or an internal program transfer an interview will be required. Credit for Anatomy and Physiology I and II will only be considered if the course has been successfully completed within the past three (3) years. If Anatomy and Physiology I and II was completed prior to (3) three years, a competency exam will be given to which the student must pass with a score of 80 on a 100 point scale. Failure to pass that competency exam will result in the student needing to repeat the course(s).

In addition to the mission statement, the Bachelor of Science degree program in Radiologic Technologies prepares students to sit for the American Registry of Radiologic Technologists national certification exam.

Student progress for all students will be reviewed each semester for retention. Students who fail to maintain the minimum GPA and required grades will be placed on academic probation and will be referred to the Student Success program. Being placed on academic probation does not ensure timely completion of the program nor does it ensure your continuation in the clinical portion of the program. Any violations of the Concordia Code of Conduct or legal violations will place you on academic probation and removal from clinical portions of the program.

The Concordia Core – Liberal Arts Core:

- 40 hours for the Bachelor of Arts degree is required.
- Section A: Integrated Learning Courses (20 credit hours)**
- The remaining 20 credit hours of The Concordia Distinctive-Liberal Arts Core consist of courses in various disciplines that support the total Concordia Distinctive- Liberal Arts Core learning experience.

Course Number/Course Title/Credits

FYS 100 First-Year Seminar (required of First-Year students only) 2
ENG 110 Composition & Rhetoric 3
ENG 110L Writing Lab 1
ENG 120 Argument and Rhetoric 3
ENG 121 Information Literacy 1
HIS/SSC 100 A History of World Civilizations 3
HUM 100 Living with the Arts 3

Section B: Discipline Support Courses (20 Credit Hours)

The Christian Perspective

THE 101 Christian Faith and Ethos 3
THE 201 Global Christianity 3

Language Arts

ENG 2XX Designated Writing Process Course 3

Mathematical Reasoning 3

Select **one** from:

MAT 120 Mathematics for Liberal Arts

MAT 121 Introduction to Probability and Statistical

MAT 201 Precalculus

World Cultures 3

Select **one** from:

ART 222 World Art

ENG 241 World Literature

MUS 209 World Music

NMC 234 World Cinema

THE 252 World Religions

Human Thought and Behavior 3

Select **one** from:

ECO 263 Microeconomics

PHI 101 Introduction to Philosophy

PSY 181 General Psychology

SOC 151 Elements of Sociology

Personal Wellness

RAD 126 Principles of Radiation Protection 3

EXPERIENTIAL LEARNING: PROFESSIONAL FIELD SEQUENCE

RAD 400 Field Work in Radiological Technology I 3

RAD 410 Field Work in Radiological Technology II 3

Required Program Courses: 60

COURSE NUMBER COURSE TITLE CREDITS

RAD 100 Medical Terminology / HEA 100 3

RAD 101 Intro Rad Science/Patient Care I/CPR 3

RAD 102 Patient Care II 3

RAD 126 Principles of Radiation Protection 3

RAD 201 Concepts of Radiographic Exposure 3

RAD 213 Principals of CT/Cross Sectional Anatomy 2

RAD 214 Radiographic Quality Assurance 2

RAD 215 Special Radiographic Procedures 2

RAD 251 Clinical Education I 3

RAD 281 Law and Ethics / HEA 281 (WAC) 3

RAD 301 Radiographic Procedures I & Lab 4

RAD 302 Radiographic Procedures II & Lab 4

RAD 310 Rad Pathophysiology 3

RAD 320 Digital Radiography and PACS (Picture Archiving Communications Systems) 3

RAD 330 Radiation Biology 3

RAD 340 Radiographic Physics 3

RAD 352 Clinical Education II 3

RAD 353 Clinical Education III 3

RAD 401 Field Work in Radiological Technology I (3)

RAD 411 Case Studies I 2
RAD 412 Case Studies II 2
RAD 430 Film (Image) Critique/Career Prep-Review for Exam 3
CAPSTONE
RAD 441 Research in Healthcare 3
RAD 402 Field Work in Radiological Technology II (3)

Exploration and Enrichment 16

Required Support Courses:

BIO 271 Human Anatomy & Physiology I 4
BIO 272 Human Anatomy & Physiology II 4
PSY 181 General Psychology (3)

Electives

Liberal Arts & Sciences 10

RADIOLOGIC TECHNOLOGIES ACADEMIC POLICIES:

The following college policies are to be observed while attending in the academic portion of the program.

Academic Attendance:

Regular attendance is required at all classes. The program is structured to provide the required balance of classroom and clinical experience. Regular attendance is mandatory. Three unexplained absences are permitted.

Absences in excess of this amount must be satisfactorily explained to the instructor or direct grade penalty will result. Student athletes must communicate when they are away for games, missing class for practice will not be allowed. Senior students will receive didactic training on Wednesdays, Thursdays, and Fridays. Junior students will receive didactic training on Mondays, Tuesdays, and Wednesdays.

Examination Policy:

1. Examination dates are indicated on the course syllabus for each semester and in addition will be announced one week in advance. In case of inclement weather or other unforeseen circumstances, the examination will be held on the next class day.
2. Make-up exams are given at the discretion of the course professor.

Academic Integrity:

1. Cheating: anyone caught cheating on an examination, will receive a zero for that examination. Cheating may result in expulsion from the program.
2. Falsifying Clinical documents will result in expulsion from the program.

Grading Policy:

A grade of 80% = (B-) in all "RAD" didactic courses must be maintained. Those students with below a B-average will receive a mid-semester warning. Failure to bring up the RAD course grade by semester end will mean expulsion from the program. Consult your college handbook for the letter grading system. The overall cumulative GPA must be a 3.0 or better on a 4.0 grading scale.

Grade Appeal Policy:

Policy: Students may appeal a COURSE grade within 3 days of receipt of the grade, under the following circumstances:

- There has been a clear miscalculation of the grade;
- Changes were made in the grading procedures after the student received the course management policy; or,
- The grade appears to be arbitrary and not based on published evaluation procedures.

Procedure:

1. Step One: Student discusses problem with the involved instructor
2. Step Two: After Step One has been completed, the student discusses the problem with the Director of the Radiologic Technologies Program.
3. Step Three: If the situation is not resolved a Grievance Committee will be convened.
 - a. The Grievance Committee shall consist of two faculty members, one from the Radiologic Technologies, Program another from the School of Health Sciences and Nursing. The Radiologic Technologies faculty member will be selected by the Program Director, the other by the involved student.
 - b. The committee will hear the case, and may request any documentation from any individual involved in the case.
 - c. The Committee will provide the Program Director with a written summary report and a recommendation no later than 7 days after the committee has met.
 - d. The Program Director will render a decision and make a recommendation to the Dean of the School of Health Sciences and Nursing.
 - e. The Dean of the School of Health Sciences and Nursing will make the final decision. The decision of the Dean of the College is final and not open to appeal.
 - f. *If the Program Director is the instructor of record of the course, the Clinical Coordinator will serve in the Program Director's place.*
4. Satisfactory resolution of the issue at any step means that it is unnecessary to continue the grievance process.

Professional Society Membership:

Membership into the Lambda Nu, National Radiology Honor Society is by invitation only and at the discretion of the Program Director. The top 10% of the graduating class will be invited to join the National Honor Society. Students will be ranked according to academic standing as well as demonstration of the College's values in the clinical setting.

Academic Calendar:

Refer to the [academic calendar](#).

Holidays, Vacations, and Personal Days:

Refer to the [academic calendar](#).

Vacation times for the program are as follows: Winter break; last two weeks in December, Summer break; July 1st through the 31st. During the summer clinical students will be in the clinics 5 days per week.

Progression Requirements in the Radiologic Technologies Program:

In order to continue in the Radiologic Technologies Program students must receive a minimum grade of B- in all Radiology courses.

- Students who receive a grade of C+ or lower in a RAD course will be allowed to repeat that course one time.

- Only two RAD courses may be repeated throughout the student's entire program. When a failed course has been repeated and then passed, the original failure is still considered a failed course for progression.
- Students will be dismissed from the Radiologic Technologies Program if they fail two Radiology courses.

Readmission Policy:

The Concordia College Radiologic Technologies Admissions Committee will consider applications from students who were dismissed from Concordia College's Radiologic Technologies program. Admission is dependent on cohort and clinical space availability and academic eligibility. A student who is denied admission by the Radiologic Technologies Admissions Committee is not eligible to re-apply to the program.

Students may apply if they meet the following conditions:

- 1) The student has not received a failing grade in any more than two RAD courses.
- 2) The application of a student who was dismissed because of issues of academic integrity or incivility will not be considered.
- 3) The student is applying for the academic term following one year after their dismissal.
- 4) The student must meet with a member of the Radiologic Technologies Admissions Committee for an interview
- 5) The student must submit a written personal statement that addresses:
 - a) Factors/issues that interfered with his/her previous effort to succeed in the Radiologic Technologies program
 - b) Steps the applicant has taken to ensure future success in the Radiologic Technologies program.
 - c) The student's ongoing plan for success

*If a student fails any ONE of the following courses, the student will be dismissed: Rad 251, 352, 353, 401, 402. (Clinical Education I-III)(Fieldwork I-II).

* The Radiologic Technologies Program will not accept RAD credits from other institutions.

* The Radiologic Technologies Program will not accept students who have been dismissed from other Radiologic Technologies Programs.

Requirements for Graduation:

Refer to the [Student Experience Guide](#).

Student Services:

Refer to the [Student Experience Guide](#).

Academic Services:

Refer to the [Student Experience Guide](#).

Students with Disabilities:

Refer to the [Student Experience Guide](#).

Financial Aid Services:

Refer to the [Academic Catalog](#).

Student Advisement/Counseling:

Students are advised each semester to ensure they are meeting the academic course load as prescribed by the department. At that time case logs and completed competencies are reviewed. If a student is encountering a problem with the course work and feels unable to handle it alone, it is the student's responsibility to seek an instructor's/advisor help early in the semester to ensure that appropriate measures may be taken before the problem escalates. For issues other than those that are more appropriately addressed by program advisor, the student should seek help from the [Student Health Center](#) or [Student Experience](#).

Harassment Policy:

Refer to the [Student Experience Guide](#).

RADIOLOGIC TECHNOLOGIES CLINICAL POLICIES:

The following college policies are to be observed while attending in the clinical portion of the program.

Clinical Attendance:

In order to learn and enhance the student's clinical experience the student must attend the clinical setting when scheduled. *Regular attendance is mandatory.* Clinical absences prevent completion of the course and/or clinical objectives. A fee of \$150 is assessed for **each clinical absence**. Failure to achieve clinical outcomes will result in a course failure. Students who are in good standing and not in jeopardy of course/clinical failure will be given the opportunity to make up the day at the start of the next vacation. The clinical absence fee of \$150 will still apply. **Absences should be reported to the clinical affiliate, clinical instructor & clinical coordinator at least 2 hours before the start of the day.** Make up arrangements will be made through the Clinical Coordinator with the Clinical Instructor. **FAILURE TO COMPLY WITH THE ABOVE WILL RESULT IN AN AUTOMATIC FAILURE IN THE CLINICAL COURSE.**

- Student's attendance record will be compared with the scheduled clinical hours.
- All students must sign in with their location shared immediately upon their arrival at the clinical site and sign out with their location shared when they leave the department for the day.
- Students are not to leave the clinical site early without permission from the clinical affiliate, program director & the clinical instructor.
- Failure to show the location when clocking in will result in the deduction of an additional lateness. Failure to show the location when clocking out will result in the deduction of having left early.
- If the student is not in the uniform that is required by the program, they will be asked to leave and marked absent for that day. The clinical absence fee of \$150 will still apply.
- Students absent for more than three consecutive days due to illness will require a doctor's statement medically clearing the student to return to clinic. The student may obtain this note from a family physician or the Health Services Physician. Students will not be permitted to attend school until a doctor's report has been received. The clinical absence fee of \$150 can still apply at the discretion of the Program Director.

If a student is going to be late on a clinical day, they are required to notify program officials and the clinical site AT LEAST thirty minutes before the scheduled start of the day. FAILURE TO NOTIFY PROGRAM OFFICIALS WILL RESULT IN THE STUDENT BEING DEDUCTED AN ADDITIONAL LATENESS.

Three (3) instances of lateness will result in the student being assessed one (1) clinical absence. The clinical absence fee of \$150 will still apply.

Any lateness of two hours or more will count as a half-day absence.

The program officials may distribute their office phone numbers at the beginning of semester, or the following numbers may be called: (914) 337-9300 ext.2229 a student may leave a message the Program Director at Daniel.Sorrentino@Concordia-ny.edu or the Clinical Coordinator at thai.chan@concordia-ny.edu.

Leave of Absence:

Students requiring an extended leave of absence will need to notify the program and the Registrar's Office in writing. Depending on the circumstances the student may need to join a new Cohort. For the college's LOA policy please see the [Student Experience Guide](#).

Religious Observance Days:

The School of Health Sciences & Nursing respects students' religious beliefs, and in compliance with New York State law, students who are absent because of religious beliefs will be given the opportunity to make up any academic requirements missed because of such absence. Students will not be penalized for absences related to religious beliefs because alternative means will be sought to satisfy the academic requirements.

The School of Health Sciences & Nursing will make every effort to accommodate religious beliefs and observances of students. However, requested adjustments must be reasonable, made well in advanced of the requested day(s) to allow the fulfillment of academic requirements. Absences from class and clinical will not be accommodated on those holidays when work is permitted. Absences on days when work is permitted are considered unexcused absences and will incur a makeup fee (see makeup fee policy)

Leaving Without Permission:

All students are required to attend clinical rotations during their scheduled hours. Lateness is addressed in the "Program Notification of Absences and Lateness" section above. No student will be permitted to leave early from clinical sites unless they are sent home by a site administrator for sickness or injury, in which case the student must notify program officials and will be charged a half of a Personal Day.

If a student does leave early from a clinical site without permission, the student will be required to make up two (2) days in the clinical facility during vacations within one month of the offense as scheduled by the Program Director and coordinated with the Radiology Administrator.

A second offense by any one student during their twenty-four months in the School will result in dismissal from the program.

FALSIFYING ATTENDANCE RECORDS MAY RESULT IN DISMISSAL.

SIGNING IN OR OUT, OR OTHERWISE FILLING IN THE ATTENDANCE RECORDS OF ANOTHER STUDENT MAY RESULT IN DISMISSAL.

Excused Absenteeism:

Excused absenteeism is classified as:

1. Family death as follows:
 - a. Mother, Father, Siblings, Spouse, Child- 5 days
 - b. Grandparent- 2 days
 - c. First Uncle, Aunt, or Cousin- 1 day

The Program Director may ask for proof of Death in the form of a Death Certificate.

2. Worker's compensation.
3. Quarantined from patient area.

Proper Clinical Attire:

Juniors: Gray pants with a white scrub top. A white undershirt is appropriate.

Seniors: Gray scrub top and scrub pants. A white or royal blue undershirt is appropriate.

- a. Socks are to be worn at all times. White clinical shoes with closed backs or all white clinic-type sneakers are acceptable.
- b. Photo identification badge will be worn at all times and must be clearly visible including the title of "Student Radiographer". Identification badges, if lost, must be reported immediately and a new ID obtained at the student's expense.
- c. Neatly trimmed beards and mustaches may be worn.
- d. Hair must be clean and neat at all times. Hair should be pulled away from the face. If hair is longer than shoulder-length, it should be worn "up" while in the clinical site.
- e. Finger nails should be kept clean and short without nail polish (clear polish is acceptable)
- f. Excessive or loose jewelry is a safety risk for students and patients, and their use is discouraged during clinical rotations.
- g. Students are provided with personalized radiographic makers and are required to have them when in the clinical facility.
- h. Dosimeters are required to be worn at the collar when in the clinical facility.

STUDENTS THAT DO NOT ADHERE TO THE ABOVE MANDATORY ATTIRE IN THE CLINICAL FACILITY MAY BE ASKED TO LEAVE AND MARKED "ABSENT" FOR THAT DAY!

Clinical Integrity:

1. Cheating: anyone caught cheating on a competency examination, will receive a zero for that examination. Cheating may result in expulsion from the program.
2. Falsifying Clinical documents will result in expulsion from the program.

Clinical Affiliates:

Below is a list of affiliates that have, through formal agreements, agreed to act as clinical agents for our program. Students will rotate to at least three clinical locations. A copy of the agreement between Concordia College – NY and its affiliates is kept on file with General Council for the college as well as with the Radiology Department.

NYU Langone Medical Center – New York, NY
Saint Joseph's Medical Center – Yonkers, NY

Saint Joseph's Medical Center Outpatient – Riverdale, NY
Helen Hayes Hospital – West Haverstraw, NY
Montefiore New Rochelle - New Rochelle, NY
Montefiore New Rochelle – Mount Vernon, NY
University Diagnostic Medical Imaging – Bronx, NY
CityMD – New York, NY

- Yonkers, NY
- White Plains, NY
- Nanuet, NY
- Parkchester, NY
- Eastchester, NY
- Hartsdale, NY

Putnam Hospital Center
Columbia Orthopedics
PMPediatrics

- Yonkers
- Mamaroneck
- Spring Valley
- Riverdale

Clinical Assignments:

Students will be assigned to at least three of the clinical agencies listed above during the two years in the Radiology Program. Students must be willing to commute up to 100 miles at their own expense for clinical rotations. The Clinical Coordinator will assign students to their clinical rotations. Once sites are identified, the program will not make allowances for different locations or allow trading amongst the students.

Clinical Hours:

The Joint Review Committee on Education in Radiologic Technologies recommends that a combination of clinical experience and classroom hours not exceed 40 hours per week.

Clinical hours will be as follows:

Seniors – Monday & Tuesday 8:30-3:30

Juniors – Thursday & Friday 8:30-3:30

Summer Clinical Rotations – Monday thru Friday 8:30-3:30 from mid-May to the end of June, then again August 1st thru the beginning of the Fall semester. Students & faculty will be on vacation the month of July.

The method used to award credit hours for lecture and laboratory courses in credit hours is calculated by using the formula below:

- **15 contact hours/semester = 1 credit**
- **1 classroom hour = 1 contact hour**
- **2 lab hours = 1 contact hour**
- **7 clinical hours = 1 contact hour**

Example 1:

RAD 301 Radiographic Positioning I, 4 credit course (with lab)

Lecture:

15 week course, 15 contact hours/week.

$15 \times 3 = 45$ hours

$45 / 15 = 3$ credits for course

Lab:

15 week course, 1 contact hour/week.

$15 \times 1 = 15$ hours

$15/1 = 1$ credits for course

Example 2:

RAD 251 Clinical Education I, 3 credit course

15 week course, 30 contact hours/week.

$15 \times 30 = 450$ hours

$450/7$ (ratio of clinical hours to contact hours) = 64 contact hours/15 (ratio of contact hours to credit hours) = 3 credit course.

Clinical Education Schedule:

In an effort to provide students with a reasonable length of time to achieve clinical competency, the following schedule will be used as a guideline towards this goal. Students are expected to be responsible and work within this schedule in meeting their clinical competencies. The students may be spontaneously tested or can request to be tested by their Clinical Instructor.

Year 1: Junior Rotations

First Semester:

1. Chest exams (direct and indirect supervision)
2. Portable chest exams (direct and indirect supervision)
3. Abdominal exams (direct and indirect supervision)
4. Upper extremities and shoulder girdle (direct supervision)

Second Semester:

1. Upper extremities and shoulder girdle (direct and indirect supervision)
2. Lower extremities (direct and indirect supervision)
3. Pelvic girdle (direct and indirect supervision)
4. Spinal column (direct supervision)

Third Semester:

1. Spinal column (direct and indirect supervision)
2. Skull (direct and indirect supervision)
3. Contrast media exams (direct and indirect supervision)

Year 2: Senior Rotations

Fourth Semester:

1. CT rotations and required CT competencies
2. Special Procedures
3. Continue with all required Clinical Competencies

Fifth Semester:

1. Finishing all required Clinical Competencies and CT Competencies

Clinical Competency Implementation

Implementation:

The basis of clinical competency will be developed with each individual according to the following procedures:

1. The student is educated in the classroom by way of didactic lectures.
2. The student will observe procedures demonstrated in Positioning Lab.
3. The student will observe procedures in the clinical setting, at first in an observatory role and then with more active participation.

4. Simulations of positioning techniques will be performed by each student.
5. Positioning Lab Evaluations: includes non-radiation simulations in which the instructor observes and grades students on independent positioning. The minimal passing grade is a 90%. Any student failing positioning lab must repeat the lab component.
6. Patient Clinical Evaluations (Competency Evaluations): The student performs (3) procedures under direct supervision of a radiographer. After a minimum of three cases per each examination, the student is eligible for competency evaluation. (Clinical Competency Form can be found in APPENDIX T).
7. The student is required to complete ten (10) mandatory general patient care activities. thirty-seven (37) mandatory imaging procedures, fifteen (15) elective imaging procedures from a list of thirty- four (34) procedures, one of the fifteen elective imaging procedures must be selected from the head section; and two of the fifteen elective imaging procedures must be selected from the fluoroscopy studies section; on of which must be either upper GI or contrast enema. Eight (8) can be simulated in the Radiology lab with a Clinical Instructor.
8. Six (6) Terminal Competencies will be assessed by the Program Director at the completion of the program. Failure to prove competency can result in a delay in program completion. The procedures will be selected and assigned at random by the Program Director.

Standards for Supervision:

Based on the Standards of JRCERT

- Each student must be supervised by an assigned technologist, so that only one student is working with a single technologist during a given exam.
- **Direct-** A licensed Radiographer reviews the request with the student prior to the examination. The radiographer evaluated the patient's condition and supervises the procedure in the room with the student. The radiographer evaluates the radiographs with the student and instructs the student as to the appropriate measures necessary to complete the exam. (see JRCERT Standard 4.4)
- **Indirect-** Supervision that is provided by a licensed radiographer that is immediately available and near the room where the radiographic procedure is being performed. A student radiographer may be indirectly supervised only after he or she has achieved competency in that particular exam. (see JRCERT Standard 4.5)
- **Any radiographs that must be repeated must be performed under the direct supervision of a licensed radiographer, regardless of the student's level of competency.** (see JRCERT Standard 4.6)

Repeat Radiograph Policy:

In support of professional responsibility for provision of quality patient care and radiation protection, **unsatisfactory radiographs shall be repeated only in the presence of a qualified Radiographer**, regardless of the student's level of competency.

1. Student and qualified radiographer review the radiograph, identify unacceptable factors and needed corrections.
2. Students identifies how corrections will be implemented.
3. If student's correction plan is unacceptable return to steps 1 and 2. If plan is satisfactory to the Radiographer, continue to step 4.
4. Student implements corrections and makes exposure in the presence of, and with the approval of, the qualified radiographer after the qualified Radiographer has checked the console for appropriate technical factors and entered the exam room to recheck equipment manipulation and patient positioning.

5. Student is required to secure radiographer's signature who supervised repeat on Daily Log Sheet.
6. Student is required to record repeat and reason for repeat on Daily Log Sheet.
7. Prior to deleting an image, consult Registered Technologist.

Clinical Grading Process:

Clinical grades will be given five times during the 21-month program (December, May and August of the junior year, December and May of the senior year). All Clinical courses require a passing grade of 90% or greater. Failure to receive a grade of 90% or greater (passing) on a competency will require repeating the exam in order to prove competency.

Method of Assessment (Grading):

- | | |
|---------------------------------------|-----|
| 1. Clinical Competencies Examinations | 70% |
| 2. Clinical Instructor Evaluations | 15% |
| 3. Attendance | 15% |

Grading System:

98 – 100	A
97 – 96	A-
95– 94	B+
93 – 92	B-
91 – 90	C
Below 90	F

Procedure:

During the semester, each area (Clinical competency Exams and student Evaluations) will be evaluated and points deducted according to the explanations given below. At the end of each semester, these points are totaled and a grade is given.

1. Clinical Competency Examinations – 70%

During the semester, Clinical Competency Exams are given. Prior to this, a series of steps must be followed.

Example:

Positioning of the Upper Extremity Presentation will occur in class. The following week, role-play positioning a fellow student for radiographs of the upper extremity will occur at the college.

At the clinic, the student will determine when they are ready to be evaluated on a procedure. You are graded according to checklist of steps that must be completed for each position. You will be given a list of the general requirements for each Competency Exam to review.

For each section, the points will be totaled and a number grade given. At the end of the semester, these grades will be averaged. This average will account for 70% of your clinical grade.

2. Monthly Evaluations – 15%
3. Clinical absences – 15%

Incident/Accident in the Clinical Setting:

All affiliated clinical institutions are required to inform the program, via the clinical instructor, in the event of any incident that occurs involving students of the program. At the discretion of the clinical affiliate, either a

copy of that institutions standard incident report form or a written statement may be used. Students are required to inform both their clinical instructor and the clinical coordinator in the event of any incident that might occur during their clinical rotation.

Hospital Policies & Procedures:

Students will be required to follow the rules and regulations as prescribed by the clinical affiliate.

Patient Confidentially Policy HIPAA:

Students in the Radiologic Technologies program will have access to patient and hospital information. This information may contain data that is confidential, any and all information learned in the field is property of the clinical institution. Students will be required to sign a statement of confidentiality to be kept on file at the college. Any student violating the confidentiality policy will subject to disciplinary action up to and including dismissal from the clinical site and/or the program.

- Patient records, charts and radiographs are legal documents. Therefore, these documents must be protected from unauthorized personnel, family, the patient or any unauthorized person. Charts are not to be left unattended or left with the patient.
- Images may not be shown to the patient. If the patient insists on seeing her/his images contact a radiologist or a supervisor. Never discuss with a patient the results of the examination. Refer the patient to his/her physician.
- Confidentiality is of extreme importance. Please be careful disusing cases in the department, hallways, and elevators and in the surrounding community.
- Students are lectured on HIPAA regulations in the classroom and orientation well before they begin clinical rotations. The HIPAA Privacy Rule provides federal protections for personal health information.

Clinical Cell Phone Policy:

Cellular devices, iPads and other technology with photographic abilities are NOT permitted in the clinical site. Students will be required to sign a statement to be kept on file at the college. Any student violating this policy will subject to disciplinary action up to and including dismissal from the clinical site and/or the program.

Clinical Differences:

The objective of the Radiologic Technologies program is to be as fair as possible when assigning clinical activities to students. Unfortunately, no two sites are the same, for this reason; there will be different policies and procedures at each clinical site. Any questions should be addressed to the Clinical Coordinator. Students will be required to rotate to at least three clinical sites.

Treatment of Patients:

All patients will be treated with respect and dignity. Casual conversation to explain the examination will help to relieve the patient of anxiety. Students must be sure to identify each patient, relevant history, and part of interest prior to the beginning of the exam.

Student's Clinical Record of Work:

During a student's time in the clinic all procedures performed must be documented in Trajecsys. The student's daily activity log is a day-to-day record of the different activities and procedures performed/assisted/observed by a student in the clinical setting. This electronic record must be kept up to date and will be checked monthly by the Clinical Placement Coordinator.

Chain of Command:

The college observes the following chain of command: Clinical Instructor, Clinical Coordinator, Program Director, Program Chair, Dean Health Sciences and Nursing and Vice-President of Academic Affairs.

Radiation Safety & Monitoring Policy:

IT IS REQUIRED BY LAW THAT ALL PERSONS WORKING WITH OR AROUND X-RAY EQUIPMENT AND/OR RADIOACTIVE MATERIALS WEAR CURRENT RADIATION MONITORS.

Radiation monitors are furnished to students in accordance with existing state and federal regulations, which require that students wear them when working in areas where potential radiation exposure may occur. The reports regarding your exposure become part of your permanent record and are open to your inspection. When you leave this institution, be sure to request a copy of your exposure report to either take with you or to have sent to your employer.

The following should be observed while in the clinical setting:

- Students must wear radiation monitors when at their clinical affiliate.
- The radiation monitors are to be worn as follows: at the collar, outside the apron.
- Any student not wearing a radiation monitor will not be allowed in radiation areas, and the time missed will be considered a clinical absence.
- Students will be required to wear a lead apron and thyroid shield during procedures such as: fluoroscopy, C-arm procedures, and portable radiography.
- Students are not allowed to hold patients or image receptor during a procedure while ionizing radiation is in use.
- Students will not take an exposure while a Radiographer is holding a patient or an image receptor. Students will properly shield all patients while performing procedures. Failure to do so will result in a 10-point deduction from the student's grade.
- Students are required to return their dosimeters on a quarterly basis, failure to do so will result in a \$50 penalty.

Note: Students will be instructed in the as low as reasonably achievable (ALARA) philosophy. The Program Director, Clinical faculty, Chief Radiologist, Radiation Safety Officer, Radiation Physicist, or all five, will investigate all instances in which dose limits are exceeded. The student will then be counseled as to the appropriate course of action and review of radiation safety practices. Actual dose limit is any single quarterly reading of 80 mrem or above. Dosimeters should never be left on aprons in procedure rooms. **Failure to adhere to this policy may result in dismissal from the program.**

Radiation Protection Guidelines:

Should a student or faculty member become pregnant while employed/ enrolled in the Radiography Program, she is under **NO** requirement to declare her pregnancy status to any individual associated with the program. Should she voluntarily elect to declare her pregnancy status, she may do so by using the "*Form letter for Declaring Pregnancy*", and submitting it to the Program Director. If the student or faculty member declares she

is pregnant, she may at any time, undeclare her pregnancy status for any reason. She will do so by informing the Program Director in writing. At that time her status will revert to that in effect before her declaration.

Should she elect NOT to declare her pregnancy status, or undeclare her pregnancy, it is understood that the program is under no requirement to afford any measures with regards to radiation safety other than those, which are routinely afforded to all radiography students and faculty.

Should she declare and submit the declaration form to the Program Director, the following measures will become effective for the duration of her pregnancy or declaration, while she is enrolled within or employed by the program:

1. The Program Director or Clinical Coordinator will initiate the use of the form entitled "Radiation Received during Gestational Period".
2. The student will be counseled by the Program Director, Clinical Instructor, Chief Radiologist, Radiation Safety Officer, Radiation Physicist, or all five, regarding methods to protect herself from ionizing radiation, and she will be asked to read the previously distributed Regulatory Guide 8.13, and or NCRP Report No. 54 and the Technical Bulletin Radiation Safety Considerations for the Declared Pregnant Worker.
3. The student must wear a radiation monitor at all times when working with ionizing radiation. An additional badge will be worn at waist level and must not leave the hospital property at any time except when being sent out for processing and reading.
4. Students will have the option to continue their clinical education without modification, during the entire gestational period.
5. Rotations evaluations, and/or clinic time missed because of pregnancy must be made up. The student will assume the responsibility of meeting with the Program Director and Clinical Coordinator to plan this make-up time.
6. Under no circumstance will a pregnant or any student hold or assist in holding a patient or image receptor during a radiographic exposure.
7. The student must bring to the Program Director, as soon as possible, written permission from her physician permitting her to continue clinical assignments.
8. The student will not be permitted to receive a cumulative radiation dose exceeding 0.5 rem (500 millirem) during the gestation period. The following will be done to ensure that the limit is not exceeded:
 - a) The radiation monitor reports will be carefully monitored during the gestation period noting averages and trends that may cause the cumulative exposure to exceed the limit. The results will be shared with the student following receipt of each exposure report.
 - b) The student will be counseled by the Program Director, Clinical coordinator, Chief Radiologist, Radiation Safety Officer, Radiation Physicist, or all five, if and when the cumulative radiation dose during the gestation period reaches 250 mrem.

Radiology Laboratory Protocols:

Laboratory Attire:

Students are required to wear clinical attire during scheduled Lab instructions. Students not prepared for Lab will be sent home. Attire includes:

- Scrubs
- Students are provided with personalized radiographic markers and are required to have them when in the lab.
- Dosimeters are required to be worn at the collar when in the lab.

- CCNY Name Tag
- CCNY Photo identification badge will be worn at all times and must be clearly visible including the title of “Student Radiographer”. Identification badges, if lost, must be reported immediately and a new ID obtained at the student’s expense.
- Neatly trimmed beards and mustaches may be worn.
- Hair must be clean and neat at all times. Hair should be pulled away from the face. If hair is longer than shoulder-length, it should be worn “up” while in the clinical site.
- Finger nails should be kept clean and short
- Excessive or loose jewelry is a safety risk and their use is discouraged in the lab.

Laboratory Hours:

Monday– Friday 9:00pm -4:00pm for students enrolled in the following courses:

Fall:

- RAD 101 – Patient Care I
- RAD 126 – Principles of Rad Protection
- RAD 301 – Radiographic Procedures/Lab I
- RAD 320 – Digital Radiology & PACS
- RAD 411 – Case Studies I

Spring:

- RAD 102 – Patient Care II
- RAD 302 – Radiographic Procedures/Lab II
- RAD 412 – Case Studies II

Summer:

- RAD 353 – Clinical Education III

Laboratory Restrictions:

- Students are not allowed in the Lab without Direct Supervision.
- Under no circumstances are students permitted to radiograph each other in the lab.
- Dosimeters must always be worn when operating the x-ray equipment in the laboratory. They must be returned to the rack when leaving the laboratory.
- There will be no smoking (vaping), drinking or eating in the lab at any time.
- All solid waste should be placed in a trash.
- Students must always exercise caution and good judgment while in the lab.
- Students will not be permitted to engage in independent activities in the lab without the consent and supervision of either their instructor or the College Laboratory Technologist.
- Use of the lab will be restricted to the posted schedule of hours.
- Cell phones and electronic devices must be turned off or placed on “vibrate” mode when in the lab.
- Children or visitors will not be permitted in the laboratory.
- Visitors will be permitted and directly supervised in the laboratory by appointment only.

Equipment Use & Handling:

- Equipment may not be removed or borrowed from the lab.
- Any time you think something is wrong with the equipment, call it to the attention of the instructor.

- During lab hours an Instructor or Clinical Instructor will be in the lab to answer any questions you may have.
- Please help us keep the countertops free from pen and pencil marks.
- Clean the laboratory before you leave.
- Return all equipment to its proper location before leaving the lab.
- Portable use must be under direct supervision.

Laboratory Incident Reporting:

Students are required to complete an incident report in the event of physical injury, equipment damage, and accidental exposure.

Health Record Requirements:

Students accepted to Radiologic Technologies Program will be required to maintain and provide evidence of having personal health insurance as well as complete the following Immunization and Health Requirements in order to participate in a field placement or clinical experience. **Students who are not in compliance with these policies will not be allowed to participate in clinical experiences.**

Completion of:

1. Personal Health History form.
2. Physical examination and evaluation form by the student's health care provider.
3. Two-step PPD for tuberculosis, done within three months of entering the program and updated annually. (A negative chest x-ray report is required of all students who are known positive records to the Mantoux test.)

Clinical Immunization Requirements:

Documentation of:

1. Tdap vaccination
2. Two doses of MMR vaccine, given at least one month (1st dose given no earlier than the 1st birthday) and after 1968, OR a positive blood Titer report for all three – (1) Rubella, (2) Mumps, (3) Rubella, OR a copy of lab reports documenting immunity via blood titers
3. Completion of the 3 dose Hepatitis B (HBV) vaccine series, OR a positive Hepatitis B Antibody Titer report, OR a Hep B waver.
4. Two (2) documented doses of Varicella vaccine (given at least one month apart) OR a copy of lab reports documenting immunity via blood titers
5. Annual flu vaccines are required for all students enrolled in a clinical rotation from the months of October to March. This is a requirement of our clinical affiliates. Students wishing not to receive the flu vaccine will be required to wear a mask while in the clinical site.
6. Urinalysis for drug screening may be required at the request of the clinical affiliate.
7. COVID-19 Antibody testing.

Drugs:

Students are expected to comply with all federal, state and local laws.

The unauthorized possession, use, manufacture, sale, or distribution of any counterfeit, illegal, dangerous, "designer," or controlled drug or other substance is prohibited. This includes prescription medications. Violating any other provision of the Code of Student Conduct while under the influence of any illegal or illegally obtained drug is also a violation of this policy. The possession of drug paraphernalia is also prohibited. *Possession

means having the substances or being in the presence of other Concordia College students or guests who are in possession of these substances. This includes, but is not limited to, residences, vehicles, or in another location on or off campus.

Any dilute, late, missed, forged, or failed college required drug screen will constitute a violation of this policy. Students will be required drug testing & background screening during the semester. Students suspected of being in violation of the policy will have 24 hours from the time of notice to provide a negative test result. Failure to provide results in the 24-hour window will result in an automatic dismissal. **Failed drug screening/background checks will result in immediate dismissal of the program.**

Personal Medical Insurance:

Clinical sites, by contractual agreement, will NOT pay for injuries/illness incurred on site. Students will be provided appropriate medical care (on site) but the student's personal medical insurance will be billed. All students are required to carry medical insurance while attending the program.

Student Evaluation System:

End of Semester Clinical Evaluations will be filled out by on-site Clinical Instructors. They are designed to evaluate the student on their overall performance in the clinical setting, and take into account such factors as reliability, professionalism, and work performance. End of Semester Student Clinical Evaluation form can be found in APPENDIX V.

The student will be evaluated on the following areas:

- Patient Care and Communication
- Collegiality and Professionalism
- Physical Safety
- Radiation Safety
- Quality of work and performance

Student Competency Evaluation and Level of Supervision:

Until students achieve the program's required competency in a given procedure, all clinical assignments should be carried out under the direct supervision of qualified Radiographers. Following are the parameters of **direct supervision**:

1. A qualified Radiographer reviews the request for examination in relation to the student's achievement.
2. A qualified Radiographer evaluates the condition of the patient in relation to the student's knowledge.
3. A qualified Radiographer is present during the conduct of the examination.
4. A qualified Radiographer reviews and approves the radiographs.

After demonstrating competency, students may perform procedures with **indirect supervision**.

Indirect supervision: Is defined as supervision provided by qualified Radiographer **immediately** available to assist students regardless of the level of student achievement.

Immediately Available: Is interpreted as presence of qualified Radiographer adjacent to the room or location when a radiographic procedure is being performed. This availability to all areas where ionizing radiation equipment is a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

1. In support of professional responsibility for provision of quality patient care and radiation protection, **unsatisfactory radiographs shall be repeated only in the presence of qualified Radiographer**, regardless of the student's level of competency.
2. In support of professional responsibility for provision of quality patient care and radiation protections, **all finished radiographs shall be reviewed and approved by qualified Radiographer prior to dismissing the patient**, regardless of the student's level of competency.

Grievance Policy:

Recognizing that the College and Hospital Affiliates collaborate in the education of the Student Radiographer; any issues that may arise in the clinical setting, must be discussed hospital officials and Clinical Instructors before involving the college. In the event the issue is not resolved, the college in conjunction with hospital administration will conduct further investigation. Please see Policies & Procedure Manual for more detail. Issues that arise in the Academic setting must be discussed with the Instructor before involving the Program Director. In the event the issue is not resolved, the college's administration will conduct further investigation. Please see Policies & Procedure Manual for more detail.

Inclement Weather:

If college classes are cancelled due to inclement weather, students will not attend the clinical portion of the program. Bad weather days may require make-up-days, at the discretion of the Program Director. Students should use their discretion when traveling during poor weather conditions, absences occurred when the college is not closed will count towards the student record.

CPR Certification:

Students enrolled in the Radiologic Technologies program will be required to obtain CPR certification at the health care provider level. The Clinical Coordinator will organize class dates and times for the students.

Mammography Education:

All students will receive 40 hours of didactic and laboratory classes in the area of Mammography. Students will not participate in mammography procedures during clinical assignments.

Employment While Enrolled:

Employment is discouraged during the student's training. It must be impressed that the program in which the student is enrolled must come in priority to any other outside activity including employment.

APPENDIX

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Appendix A: RADIATION DOSIMETER REPORT

Students Name: _____

Date: _____

Dosimeter Report:

Deep:

Shallow:

Whole Body:

The dosimeter report for the period of _____ has been review by the student and program faculty.

Student Signature

Program Faculty Signature

Notice: Dose limit for any single quarterly reading is 80 mrem or above. The Program Director, Program faculty, Chief Radiologist, Radiation Safety Officer, Radiation Physicist, or all five, will investigate all instances in which does limits are exceeded. The student will then be counseled as to the appropriate course of action and review radiation safety practices. “Accidental” exposures due to badges left on aprons, etc., will be documented where proven.

Appendix B: RADIATION RECEIVED DURING GESTATION PERIOD

Student's Name: _____

Social Security Number: _____

Date Notification Received: _____

Estimated Delivery Date: _____

Cumulative radiation exposure prior to start of gestation: _____

Written permission to continue program received from physician dated: _____

Record of all radiation received during gestation period (in mr.):

	Period	From	MR Shallow Deep	Student Initial
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Student counseled regarding radiation protection by one or more of the following:

Signed: _____ Date: _____
Chief Radiologist or Radiation Safety Officer

Signed: _____ Date: _____
Program Director

Signed: _____ Date: _____
Clinical Coordinator

My Signature acknowledges that I have received counseling on radiation safety measures to protect my fetus and that I have read NCRP Report 53 and 54, or Regulatory Guide 8.13.

Signed: _____ Date: _____

Appendix C: RADIATION SAFETY DOSIMETRY REVIEW

_____ has exceeded the maximum dose equivalent of 80 mrem during the following quarter: _____. The dosimeter report has been reviewed and signed by the student. He/she has been given a radiation safety review and can describe means in which to adhere to the concept of ALARA and understands the importance of practicing good radiation safety measures.

Student Signature: _____

Date: _____

Program Director Signature: _____

Date: _____

Appendix D: DECLARATION OF PREGNANCY FORM:

**To: Concordia College – NY
Attn: Mr. Daniel Sorrentino
Program Director
Radiologic Technologies Chair**

Re: Declaration of Pregnancy,

I am declaring that I am pregnant. I believe I became pregnant in _____, (only month and year need to be provided).

I understand that my occupational radiation dose during my entire pregnancy will not be allowed to exceed 0.5 rem (5 milliseverts) (unless that dose has already been exceeded between the time of conception and submitting this letter). I also understand that meeting the lower dose limit may require a change in clinical responsibilities during my pregnancy.

If I find out that I am not pregnant, if my pregnancy is terminated, or wish to undeclared my pregnancy for any reason, I will promptly inform you in writing that my pregnancy has ended.

Student Signature

Printed Name

Date

Appendix E: CONFIDENTIALITY AGREEMENT:

As a student of Concordia College- NY enrolled in the Radiologic Technology Program, I agree to maintain a patient's right to confidentiality. I understand that the use and disclosure of a patient's protected health information (including the use of Radiographic photography on Social Media) for other than clinical reasons are punishable by law and will result in dismissal from the program.

Print Name: _____

Signature: _____

Date: _____

Appendix F: Completed Competency List Release Authorization

I, _____, do authorize Concordia college- NY to release my completed competency list to
_____Hospital as required for academic purposes.

Signature

Date

Appendix G: Cell Phone Policy

I, _____, have read and understand the policy as it pertains to cell phones in the clinic a l site. The policy is clear and questions have been answered by the Program Director, Clinical Coordinator, or Clinical Instructor.

Student Signature: _____ Date: _____

Appendix H: Clinical Competency Form

Name: _____

Date: _____

Exam Performed: _____

MR: _____

Grading Scale:

3-Fully Acceptable

2- Acceptable but needed Reinforcement

1-Unsatisfactory

Area Of Performance	Points Received	Area Of Performance	Points Received
1. Identifies procedure to be performed	3 2 1	21. Ability to think critically and work with patient's condition	3 2 1
2. Matches physician's order with requisition	3 2 1	22. Instructs patient to stop/resume breathing	3 2 1
3. Properly identifies patient	3 2 1	23. Proper angulation/direction of central ray	3 2 1
4. Inquires if patient is pregnant	3 2 1	24. Central ray centered to image receptor	3 2 1
5. Room readiness	3 2 1	25. Utilizes proper collimation	3 2 1
6. Patient preparedness	3 2 1	26. Uses Gonadal shielding appropriately	3 2 1
7. Assists patient to/from exam room	3 2 1	27. Utilizes lead aprons/gloves when necessary	3 2 1
8. Assists patient to/from exam table	3 2 1	28. Correctly identifies IR with proper patient/position (pre-processing procedures)	3 2 1
9. Communicates effectively with patient	3 2 1	29. Anatomy of interest demonstrated	3 2 1
10. Follows appropriate isolation procedures	3 2 1	30. Markers visible and correct	3 2 1
11. Provides necessary equipment/supplies	3 2 1	31. Radiograph possesses optimum contrast/brightness	3 2 1
12. Handling/knowledge of equipment (tube)	3 2 1	32. No opaque articles/artifacts visible	3 2 1
13. Sets control panel before positioning	3 2 1	33. No observable motion on radiographs	3 2 1
14. Selects proper source to image distance	3 2 1	34. Ability to identify structures on radiographs	3 2 1
15. Moves Bucky tray and utilizes lock	3 2 1	35. Ability to critique radiograph and recognize areas of improvement	3 2 1
16. In positioning, utilizes proper lines/planes	3 2 1	36. Appropriate post-processing procedures followed (annotations, orientation of image, cropping)	3 2 1
17. Rotates/oblique's anatomical part correctly	3 2 1	37. Forwards radiographs to the appropriate area	3 2 1
18. Centers anatomy to cassette	3 2 1	38. Completes case in the computer	3 2 1
19. Correct exposure factors	3 2 1	39. Cleans room for next exam	3 2 1
20. Adapts technique proper for individual patient factors	3 2 1	40. Completes exam within a reasonable time	3 2 1

Total Points: _____

Grade: _____

Total Points
120

Comments:

Student Signature: _____

Evaluator Signature: _____

Student Print: _____

Evaluator Print: _____

The student must be observed and directly supervised when performing the procedure. Failure on the part of the student to correctly identify the patient, the examination, or to utilize proper radiation protection will result in an automatic failure of the competency and a grade of 89 will be issued. Revised 10/18

Appendix I: Clinical Competency Requirements:

General Patient Care Procedures	Date Completed	Competence verified By
CPR Certified		
Vital Signs – Blood Pressure		
Vital Signs – Temperature		
Vital Signs – Pulse		
Vital Signs – Respiration		
Vital Signs – Pulse Oximetry		
Sterile and Medical Aseptic Technique		
Venipuncture		
Transfer of Patient		
Care of Patient Equipment (e.g., Oxygen Tank, IV Tubing)		

Imaging Procedures:

Mandatory	Elective
Chest Routine	Chest Lateral Decubitus
Chest AP (Wheelchair or Stretcher)	Sternum
Ribs	Upper Airway (Soft-Tissue Neck)
Thumb or Finger	Scapula
Hand	AC Joints
Wrist	Toes
Forearm	Patella
Elbow	Calcaneus
Humerus	Skull
Shoulder	Paranasal Sinus
Trauma: Shoulder or Humerus (Scapular Y, Transthoracic or Axial)*	Facial Bones
Clavicle	Orbits
Trauma: Upper Extremity (Non Shoulder)	Zygomatic Arches
Foot	Nasal Bones
Ankle	Mandible
Knee	Temporomandibular Joints
Tibia-Fibula	Sacrum and/or Coccyx
Femur	Scoliosis Series
Trauma: Lower Extremity*	Sacroiliac Joints
Cervical Spine	Abdomen Decubitus
Thoracic Spine	Intravenous Urography
Lumbar Spine	Upper GI Series, Single or Double Contrast
Cross-Table (Horizontal Beam) Lateral Spine	Contrast Enema, Single or Double Contrast
Pelvis	Small Bowel Series

Hip	Esophagus
Cross-Table (Horizontal Beam) Lateral Hip	Cystography/Cystourethrography
Abdomen Supine (KUB)	ERCP
Abdomen Upright	Myelography
C-Arm Procedure (Requiring Manipulation to Obtain More Than One Projection)	Arthrography
Surgical C-Arm Procedure (Requiring Manipulation Around a Sterile Field)	Hysterosalpingography
Mobile Chest	Upper Extremity >6
Mobile Abdomen	Lower Extremity >6
Mobile Orthopedic	Abdomen>6
Chest Routine >6	Mobile Study >6
Chest Routine <65	
Upper Extremity<65	
Lower Extremity<65	

*Trauma is considered a serious injury or shock to the body and requires modifications in positioning and monitoring of the patient's condition.

*At least 65 years or older and physically or cognitively impaired as a result of aging.

Candidates must demonstrate competency in 37 Mandatory procedures.
Candidates must demonstrate competency in 15 of 34 Elective procedures.
Candidates will only be allowed 8 simulated competencies.

Appendix J: Clinical Evaluation of Student Radiographer

Student's Name: _____

Date: _____

Supervisor: _____

Semester: _____

Instructions to Supervisor: Please circle an answer for each question for the above named student based on the point scale listed below. Provide any comments in space provided.

	5-Outstanding	4-Very good	3-Acceptable	2-Needs some review	1-Unacceptable
1. Student is punctual. Arrives and leaves clinical site on time.	1	2	3	4	5
2. Ability to work & communicate with patients, staff, & fellow students. Displays positive work ethic, ethical behavior & attitude.	1	2	3	4	5
3. Complies with policies of the college. Recognizes own limitations & follows protocols.	1	2	3	4	5
4. Displays perception of the needs of a patient. Creates a professional, comfortable experience for the patient.	1	2	3	4	5
5. Displays energy & motivation in starting and completing cases.	1	2	3	4	5
6. Absence of timidity and presence of maturity and confidence.	1	2	3	4	5
7. Reliability and degree to which can be counted on to act responsibly and maturely.	1	2	3	4	5
8. Interprets and adapt knowledge to various procedures, equipment, and techniques. Can think critically in new situations.	1	2	3	4	5
9. Performance diagnostically and volume of work as compared to other students.	1	2	3	4	5
10. Comes to clinic appropriately attired, groomed, and partakes in good personal hygiene practices.	1	2	3	4	5

TOTAL POINTS _____/50

Comments:

THIS EVALUATION MUST BE REVIEWED WITH STUDENT

Supervisor's Signature _____

Date _____

Student's Signature _____

Date _____

Clinical Instructor's Signature _____

Date _____

Appendix K:

JRCERT Standards of Compliance Policy:

All complaints regarding the integrity of a Radiologic Technologies Program thought to be in non-compliance with the prescribed standards for an accredited educational program can be directed to:

JRCERT
20 North Wacker Drive
Suite 2850
Chicago, IL 60606-3182
Phone (312)704-5300
Fax: (312)7045304
Mail@jrcert.org or www.jrcert.org

Standards for an Accredited Program in Radiologic Sciences:

Standard One: Integrity

The program demonstrated integrity in the following: representation to communities of interest and the public, pursuit of fair and equitable academic practices, and treatment of, and respect for, students, faculty, and staff.

Standard Two: Resources

The program has sufficient resources to support the quality and effectiveness of the educational process.

Standard Three: Curriculum and Academic Practices

The program's curriculum and academic practices prepare students for professional practice.

Standard Four: Health and Safety

The program's policies and procedures promote the health, safety and optimal use of radiation for students, patients, and the public.

Standard Five: Assessment

The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.

Standard Six: Institutional/Programmatic Data

The program complies with JRCERT policies, procedures, and STANDARDS to achieve and maintain specialized accreditation.

JRCERT Standards of Compliance Policy

I, _____, have read and understand the JRCERT Standards of Compliance Policy. The policies are clear and questions have been answered by the Program Director and Clinical Coordinator. Contact information for the JRCERT has been shared and I understand that any complaints regarding the integrity of a Radiologic Technologies Program thought to be in non-compliance with the prescribed standards for an accredited educational program can be directed to the JRCERT.

I have signed this form indicating that I have read and understand the policies as prescribed by the JRCERT.

Student Signature: _____ Date: _____

Appendix L: Student Handbook Policies & Procedures

I, _____, have read and understand the Student Handbooks, College Guide, program, Clinical and Laboratory policies. The policies and procedures are clear and questions have been answered by the Program Director, Clinical Coordinator, or Clinical Instructor.

I have signed this form indicating that I have read and understand and will comply with the policies procedures at Concordia College - NY.

Student Signature: _____ Date: _____

Appendix M: Course Fees:

Course fees offset the cost of the student's clinical experience. It reimbursed to students in the following services/items:

- RAD 251:
 - Trajecsys Monitoring tool
 - White Coat Ceremony
 - White Coat Blazer for Ceremony
 - Dosimeters
 - Clinical Name Tags
 - Radiographic Positioning Markers
 - Student Liability Insurance
 - Clinical Uniforms
 - 2 white scrub tops
 - 2 grey scrub bottoms
 - 1 grey jacket
 - Castle Branch Enrollment
 - Background Screening
 - Drug Screening
 - Professional Organization Fees
- RAD 301:
 - Visible Body Online Tool
- RAD 352:
 - Dosimeters
- RAD 353:
 - Dosimeters
- RAD 401:
 - Dosimeters
 - Castle Branch Enrollment
 - Background Screening
 - Drug Screening

- RAD 402:
 - Dosimeters
 - Castle Branch Enrollment
 - Background Screening
 - Drug Screening
 - Affiliate Recognition
 - CPR Training
 - Pinning Ceremony
 - Pins
 - National Honor Society Inductions
 - Awards
 - Regalia
- RAD 411:
 - RadReviewOnline Radiography Prep
 - Visible Body Online Tool
 - Review Textbooks
 - Prep Bundle
 - Mosby

Appendix N: Medical Records Release Authorization

I. _____, authorize Concordia College- NY to release copies of my medical records to
_____ (clinical affiliate) as necessary for clinical clearance as required in the following
courses RAD 251, RAD 253, RAD 353, RAD 401. & RAD 402.

Signature _____

Date _____

Appendix O: Radiologic Technologies Laboratory Incident Report

Name: _____

Occupation: _____

Date and time of injury/illness: _____

Date and time of report: _____

Name of witnesses:

- 1.
- 2.

Description of how the injury, exposure, or illness occurred. (What happened?)

Description of the nature of the injury, exposure, or illness. (Signs and symptoms)

Resulting action executed, planned, and/or recommended.

Reported by (print name): _____

Signature of reporter: _____

Director's signature: _____