HOWARD COMMUNITY COLLEGE

— Meeting students where they dream —

Radiologic Technology Program

STUDENT HANDBOOK

Fall 2026 – Summer 2027

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1 Welcome to the Howard Community College Radiologic Technology Program

1.1 *Welcome*

Congratulations on your admission to the **Howard Community College (HCC) Radiologic Technology Program**. Admission to this program reflects your academic achievement, commitment, and potential to become a competent healthcare professional. We are pleased to welcome you as you begin your journey toward becoming a registered radiologic technologist.

Radiologic technologists play a vital role in healthcare by producing high-quality diagnostic images while ensuring patient safety, providing compassionate care, and collaborating with physicians and other healthcare professionals. Through a combination of classroom instruction, laboratory practice, and supervised clinical education, the Program is designed to prepare graduates who possess the knowledge, technical skills, critical thinking abilities, and professional behaviors required for entry-level practice.

The Radiologic Technology Program is accredited by the **Joint Review Committee on Education in Radiologic Technology (JRCERT)** and follows the educational standards established by the **American Society of Radiologic Technologists (ASRT)** curriculum. Graduates who successfully complete all program requirements are eligible to apply for the **American Registry of Radiologic Technologists (ARRT) Radiography Certification Examination** and Maryland state licensure, subject to the eligibility requirements of those organizations.

This Student Handbook is intended to serve as your primary reference throughout the Program. It outlines the academic standards, clinical education requirements, professional expectations, student responsibilities, and Program policies that govern your participation in the Radiologic Technology Program. Students are responsible for becoming familiar with the contents of this handbook and complying with all College, Health Sciences Division, Program, and clinical affiliate policies.

Success in this Program requires much more than academic ability. It requires professionalism, integrity, compassion, accountability, effective communication, respect for diversity, adaptability, and a commitment to lifelong learning. Students are expected to actively participate in their education, seek constructive feedback,

accept responsibility for their actions, and continually strive for personal and professional growth.

The faculty and staff are committed to providing a supportive learning environment that fosters excellence in education, clinical competence, ethical practice, and professional development. We encourage you to ask questions, seek assistance when needed, embrace challenges as learning opportunities, and make the most of every classroom, laboratory, and clinical experience.

On behalf of the faculty, staff, and our clinical education partners, welcome to the Howard Community College Radiologic Technology Program. We wish you every success as you prepare to enter one of the most rewarding professions in healthcare.

1.2 *Handbook Disclaimer*

This Student Handbook supplements the **Howard Community College Student Handbook**, and applicable Health Sciences Division policies. In the event of a conflict between this handbook and official College policies, the College's policies shall prevail.

The Radiologic Technology Program reserves the right to revise, modify, or discontinue policies, procedures, curriculum requirements, clinical education assignments, and other information contained in this handbook when necessary to comply with changes in accreditation standards, College policies, clinical affiliate requirements, legal or regulatory requirements, or educational best practices.

Students will be notified of substantive changes through their official Howard Community College email account or other approved College communication methods. The most current version of this handbook will be maintained on the Program website and within the Program's designated clinical management system.

The policies contained in this handbook do not constitute a contract between Howard Community College and any student. The College and the Program reserve the right to modify policies as necessary while making reasonable efforts to notify students of significant changes.

1.3 *Acknowledgment of Responsibility*

Each student is responsible for reading, understanding, and complying with the policies and procedures contained in this handbook, as well as all applicable Howard Community College policies, Health Sciences Division policies, and clinical affiliate

requirements. Questions regarding the interpretation of any Program policy should be directed to the Program Director before the policy becomes an issue.

2 Mission, Vision, and Program Goals

2.1 *Mission Statement*

The mission of the Howard Community College Radiologic Technology Program is to recruit, educate, and graduate clinically competent, entry-level radiographers who meet the healthcare needs of the community.

2.2 *Vision*

The Howard Community College Radiologic Technology Program will be the premier educational resource for preparing highly competent, compassionate, and ethical radiologic technologists who achieve personal and professional excellence while serving the healthcare needs of Howard County and beyond.

2.3 *Program Goals*

Upon completion of the Radiologic Science Program, graduates will be able to

- Practice as clinically competent, entry-level Radiologic Technologists.
- Demonstrate strong critical thinking and problem-solving skills.
- Demonstrate effective communication skills in healthcare settings.
- Perform professional responsibilities ethically and professionally.
- Demonstrate proficiency in digital imaging.

2.4 *Program Philosophy*

The Radiologic Technology Program believes that high-quality radiologic technology education is achieved through the integration of classroom instruction, laboratory simulation, and supervised clinical education. Learning is an active, student-centered process that develops progressively as students acquire knowledge, technical skills, clinical judgment, and professional behaviors.

2.5 *Student Learning Outcomes Assessment*

The Program uses multiple assessment methods to evaluate student achievement and program effectiveness, including:

- Written examinations
- Laboratory competency evaluations

- Clinical competency evaluations
- Comprehensive Performance Evaluations (CPEs)
- Clinical instructor evaluations
- Capstone assessments
- Graduate surveys
- Employer surveys
- ARRT certification examination results
- Program completion and job placement data

Assessment results are reviewed annually by the Program faculty and Advisory Committee to identify opportunities for continuous improvement.

2.6 *Program Effectiveness Data*

In accordance with JRCERT accreditation standards, the Radiologic Technology Program publishes Program Effectiveness Data, including:

- Five-year ARRT credentialing examination pass rate.
- Five-year job placement rate.
- Annual program completion rate.

Current Program Effectiveness Data is available on the Howard Community College Radiologic Technology Program website.

3 Program Information

3.1 *Program Overview*

The Howard Community College (HCC) Radiologic Technology Program prepares students for entry-level practice as radiologic technologists through a comprehensive curriculum that integrates classroom instruction, laboratory education, simulation, and supervised clinical experiences. Graduates are prepared to provide high-quality diagnostic imaging services while maintaining the highest standards of patient care, radiation safety, professionalism, and ethical practice.

Students are expected to demonstrate professionalism, accountability, integrity, critical thinking, effective communication, and a commitment to lifelong learning throughout their educational experience.

3.2 *Accreditation*

The Howard Community College Radiologic Technology Program is accredited by:
Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
Phone: (312) 704-5300

Accreditation signifies that the Program meets nationally recognized standards for educational quality, student achievement, faculty qualifications, curriculum, and clinical education.

Students who have concerns regarding Program compliance with JRCERT Standards should first follow the Program's grievance procedures. If the concern remains unresolved, students may contact JRCERT after institutional procedures have been exhausted.

3.3 *Credentialing and Licensure*

Graduates who successfully complete all Program requirements are eligible to apply for the American Registry of Radiologic Technologists (ARRT) Radiography Certification Examination, provided they meet ARRT eligibility requirements.

Successful completion of the Program does not automatically guarantee eligibility for certification or state licensure. Eligibility is determined by the ARRT and the applicable state licensing authority.

Students should review the current ARRT Standards of Ethics, including the Ethics Review Pre-Application process for individuals with prior criminal convictions, honor code violations, disciplinary actions, or other issues that may affect certification eligibility.

3.4 *Program Length*

The Radiologic Technology Program is a selective admission Associate of Applied Science (A.A.S.) degree program completed over approximately 21 months (five academic terms).

The curriculum consists of:

- General education courses
- Radiologic technology didactic courses
- Laboratory instruction
- Clinical education
- Competency assessments
- Capstone experiences

Successful progression requires satisfactory completion of each semester according to Program academic and clinical progression policies.

3.5 *Curriculum Design*

The curriculum is intentionally sequenced to promote progressive development of knowledge, psychomotor skills, and professional behaviors.

Students advance from:

- Fundamental patient care
- Basic radiographic positioning
- Imaging equipment
- Radiation protection
- Image evaluation
- Clinical application
- Advanced imaging procedures
- Comprehensive competency

Each course builds upon knowledge and skills acquired in previous courses. Students are expected to demonstrate increasing independence while maintaining appropriate clinical supervision.

3.6 *Clinical Education*

Clinical education is an essential component of the Program and provides students with supervised opportunities to apply classroom knowledge in healthcare settings.

Clinical education enables students to:

- Develop technical proficiency.
- Apply radiation protection principles.
- Perform patient assessments.
- Communicate effectively with patients and healthcare professionals.
- Demonstrate professional behavior.
- Develop clinical judgment.
- Complete required ARRT competencies.

Clinical assignments are determined by the Clinical Coordinator and Program Director and are based on educational objectives, affiliate capacity, student learning needs, and Program requirements. Students may be assigned to any approved clinical affiliate and should not expect placement at a particular facility.

3.7 *Clinical Affiliates*

The Program maintains affiliation agreements with hospitals, outpatient imaging centers, and specialty healthcare facilities that provide diverse educational experiences.

Clinical affiliates are selected based on their ability to provide:

- Qualified supervision
- Appropriate patient volume
- Variety of examinations
- Educational support
- Compliance with accreditation standards
- Safe learning environments

Clinical affiliates may change during a student's enrollment due to contractual, operational, or educational considerations. The Program reserves the right to modify clinical assignments as necessary.

3.8 *Program Administration*

The Radiologic Technology Program is administered by qualified faculty who are responsible for maintaining educational quality, student success, and compliance with accreditation standards.

Program administration includes responsibilities such as:

- Curriculum development
- Student advising
- Clinical coordination
- Assessment and evaluation
- Accreditation compliance
- Faculty development
- Continuous quality improvement
- Clinical affiliate relations

3.9 *Faculty Responsibilities*

Faculty members are committed to creating a supportive, respectful, and inclusive learning environment.

Faculty responsibilities include:

- Delivering high-quality instruction.
- Providing timely feedback.
- Evaluating student performance fairly and consistently.
- Maintaining confidentiality.
- Modeling professional behavior.
- Supporting student success.
- Promoting patient safety.
- Upholding Program and College policies.

Students are encouraged to seek assistance whenever academic or clinical concerns arise.

3.10 *Student Responsibilities*

Enrollment in the Program carries significant professional responsibilities. Students are expected to:

- Attend all scheduled classes, laboratories, and clinical assignments.

- Arrive prepared and on time.
- Demonstrate professionalism at all times.
- Respect patients, classmates, faculty, and healthcare personnel.
- Maintain confidentiality.
- Practice within the student scope of practice.
- Follow radiation safety principles.
- Comply with Program, College, and clinical affiliate policies.
- Complete assignments on time.
- Accept constructive feedback.
- Demonstrate accountability for their actions.
- Report unsafe conditions immediately.
- Engage in lifelong learning and professional development.

Professional behavior is expected in all educational settings, including classrooms, laboratories, clinical affiliates, online learning environments, and Program-sponsored events.

3.11 *Equal Opportunity and Non-Discrimination*

Howard Community College is committed to providing an educational environment that is free from discrimination, harassment, intimidation, and retaliation.

The Radiologic Technology Program supports the College's policies regarding equal opportunity and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, veteran status, or any other protected characteristic as defined by applicable law.

Students are expected to contribute to a respectful and inclusive learning environment that values diversity and promotes equitable treatment of all individuals.

3.12 *Student Support Services*

Students are encouraged to utilize College resources that support academic success, personal well-being, and professional development. Available services may include:

- Academic advising
- Accessibility services
- Counseling and wellness services
- Tutoring and learning support
- Financial aid

- Library services
- Career services
- Technology support
- Veterans and military services

Students should seek assistance early when academic, personal, or clinical concerns may affect their success.

4 Course Offerings

The Howard Community College (HCC) Radiologic Technology (RADT) Program offers a well-structured, competency-based curriculum designed to prepare students for entry-level practice as radiologic technologists. The curriculum follows the most current American Society of Radiologic Technologists (ASRT) Radiography Curriculum, which is adopted by the Joint Review Committee on Education in Radiologic Technology (JRCERT). It is carefully sequenced to promote progressive learning and facilitate the evaluation of student achievement throughout the program.

The curriculum consists of integrated **didactic, laboratory, and clinical courses**. Didactic courses provide theoretical foundation in radiographic procedures, patient care, radiation protection, imaging principles, anatomy, and professional practice. These courses prepare students to think critically, communicate effectively, provide safe and compassionate patient care, and adapt to advancements in the profession.

Laboratory courses are competency-based and provide hands-on instruction in a controlled learning environment. Students develop and demonstrate proficiency in patient positioning, radiographic procedures, equipment operation, image evaluation, and patient care skills before performing examinations in the clinical setting.

Clinical education courses provide supervised patient care experiences in affiliated healthcare facilities, where students apply and refine the knowledge and skills acquired in the classroom and laboratory. Clinical experiences are designed to progressively develop competency until students are able to perform radiographic procedures independently under appropriate supervision. Student competency requirements are based on the current mandatory and elective clinical competency requirements established by the **American Registry of Radiologic Technologists (ARRT)**.

Students are expected to comply with all Howard Community College and clinical affiliate policies and procedures while participating in clinical education. They are also expected to demonstrate professionalism at all times by building positive working relationships with clinical instructors, technologists, radiologists, physicians, and other members of the healthcare team. Students should approach each clinical rotation with initiative, professionalism, and a commitment to learning, making the best use of every opportunity to develop their technical skills, clinical judgment, communication abilities, and confidence as future radiologic technologists.

Detailed program course descriptions are available in the **Howard Community College Catalog**, and courses are offered in accordance with the College's Academic Calendar.

5 Program Faculty and Staff

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Health and Sciences Division Office
Location: KHH 304
H&S-DivisionOffice@howardcc.edu

Health Science Division Clinical Liaison Team
hsdcc@howardcc.edu, Office: KHH 353

6 Program Expenses and Student Resources

6.1 *Tuition*

The Radiologic Technology (RADT) Program at Howard Community College follows the tuition and consolidated fee schedule published in the Howard Community College Schedule of Classes. Tuition is charged on a per-credit-hour basis and varies according to the student's residency status. Consolidated fees, however, are assessed as a percentage of the in-county tuition rate, regardless of residency. Current information regarding tuition, fees, payment deadlines, and refund policies is available in the Howard Community College Catalog at https://www.howardcc.edu/admissions-aid/pay-for-college/

6.2 *Books*

Howard Community College has partnered with Slingshot to provide its premier course materials delivery service to all for-credit students. Students are automatically enrolled in the Slingshot program and will receive all required course materials through the HCC Bookstore before the start of classes.

The cost of required course materials is included in your tuition and fees through a per-credit-hour course materials fee, so there is no need to place an order or provide credit card information. If you are eligible for financial aid, it will be applied toward this fee in accordance with your aid package. For more information about the Slingshot program and how it works, please visit: https://www.howardcc.edu/services--support/campus-store/hcc-course-material-program/.

6.3 *Transportation and Parking*

Students should expect to travel to clinical education sites located throughout the greater Baltimore–Washington metropolitan area. Each student is responsible for providing their own transportation to and from assigned clinical sites. To ensure timely arrival, students are expected to become familiar with the location of their assigned clinical site and estimate travel time under both normal and peak traffic conditions before their first scheduled clinical day.

Parking on the Howard Community College campus is free. Parking at most affiliated clinical education sites is also free; however, a few clinical sites charge a daily parking fee. Students are responsible for all transportation and parking expenses associated with their off-campus clinical assignments.

6.4 *Miscellaneous Costs*

In addition to tuition and fees, students are responsible for several program-related expenses, including the ARRT certification examination registration fee, uniform purchase and maintenance, the Clinical Management System fee, and the purchase of required lead markers.

The Clinical Management System currently used by the Radiologic Technology Program is Trajecsys Report System, which is used to document clinical attendance, competencies, evaluations, and other required clinical records. Current pricing and additional information are available at https://www.trajecsys.com.

The RADT Program has partnered with CastleBranch and Exxat to provide students with secure online accounts for managing school and clinical compliance requirements. Students are responsible for the annual fee associated with the compliance package, which includes the criminal background check, urine drug screening, and medical compliance tracker. Additional information can be obtained from the Health Sciences Division Clinical Liaison Team at hsdcc@howardcc.edu.

Students are also required to purchase their own set(s) of lead markers displaying their assigned class letter and initials.

6.5 *Student Resources and Services*

Students have access to a variety of campus resources, including computer labs, the library, the cafeteria, and designated study rooms. Printing is available at no cost up to the student's allotted semester printing quota. Additional printing beyond the allotted limit is available for a per-page fee. Please note that some computer labs may be reserved for instructional activities, training sessions, or examinations. Students are encouraged to check room availability before planning to use these facilities.

Howard Community College offers a wide range of student support services designed to promote academic success, personal well-being, and career development. These services include:

- Career Services
- Child Care Services
- Counseling Services
- Disability Support Services
- Library Services
- Password and Technology Support
- Military and Veterans Services

- Online Writing Lab
- Student Support Services
- Tutoring Services
- Wellness Services

Students are encouraged to take advantage of these resources throughout their enrollment. Additional information about available services can be found on the Howard Community College's Services and Support page. Students who need academic support, personal assistance, or other life-enrichment services are encouraged to contact the appropriate office for assistance.

7 Academic Standards

All students are expected to comply with the policies, procedures, and standards of conduct established by Howard Community College (HCC). These expectations are outlined in several official College publications, including the Howard Community College Catalog and the HCC Student Handbook.

In addition to college-wide policies, students are expected to adhere to all Health Sciences Division and Radiologic Technology Program-specific policies and procedures. These policies are reviewed during program orientation and throughout the first week of enrollment in the Radiologic Technology Program. Failure to comply with College or Program policies may result in disciplinary action in accordance with established College and Program procedures.

7.1 *Standards of Ethics*

The **American Registry of Radiologic Technologists (ARRT)** publishes the **Standards of Ethics**, which consist of the **Code of Ethics** and the **Rules of Ethics**. Throughout the Radiologic Technology Program, students receive instruction in professional and ethical conduct in accordance with the ARRT Standards of Ethics and the **American Society of Radiologic Technologists (ASRT) Practice Standards**. These principles are integrated throughout the curriculum, particularly in courses related to patient care, professionalism, and clinical education.

Students are expected to demonstrate professional, ethical, and responsible behavior in all academic, laboratory, and clinical settings. Compliance with the ARRT Standards of Ethics, ASRT Practice Standards, College policies, and Program requirements is essential to maintaining good standing in the Radiologic Technology Program and preparing for professional practice.

7.2 *Academic Honesty*

The following information is adapted from the **Howard Community College Academic Honesty Policy** for use in the Radiologic Technology (RADT) Program:

"Academic honesty is critical at Howard Community College. Broadly, academic honesty means incorporating one's own thoughts and materials in all academic activities (e.g., assessments, papers, projects, lab reports). A violation of academic honesty involves misrepresentation, the submission of materials for evaluation that are not the student's own, or fulfillment of an academic exercise that does not result from individual effort or intellectual production. Examples of academic dishonesty include, but are not limited to, unauthorized use or copying of materials, unauthorized assistance with assignments, unauthorized collaboration, unauthorized use of devices or tools, unauthorized prior knowledge of the contents of assessment instruments such as exams, quizzes, or surveys, cheating on exams or quizzes, submitting fraudulent documents, and falsification or fabrication of information."

Students enrolled in the Radiologic Technology Program are expected to uphold the highest standards of academic integrity in all classrooms, laboratory, online, and clinical learning activities. Violations of the Academic Honesty Policy may result in disciplinary action by both the College and the Radiologic Technology Program.

For the complete Academic Honesty Policy, including definitions, procedures for addressing violations, students' rights, and potential disciplinary actions, refer to the Howard Community College Academic Honesty Policy**.**

7.3 *Social Media and Professional Networking*

The Howard Community College (HCC) Radiologic Technology Program recognizes that social media and professional networking platforms can be valuable tools for communication, education, professional development, and career advancement. Students are expected to use these platforms responsibly, ethically, and professionally, exercising sound judgment in all online activities. Before posting or sharing content, students should consider whether it is appropriate, respectful, and consistent with the values of the profession, as well as whether it could positively or negatively affect their educational experience, clinical placement, professional reputation, or future employment opportunities.

Students are expected to maintain the highest standards of professionalism and confidentiality in all electronic communications. Under **no circumstances** may students post, share, transmit, or discuss information related to a patient, clinical

experience, or clinical education site on social media or any other electronic platform. This prohibition includes, but is not limited to:

- Patient names or any protected health information (PHI);
- Patient encounters, examinations, diagnoses, treatments, or case discussions;
- Photographs, videos, audio recordings, or images taken in clinical settings;
- Names or identifying information of clinical instructors, preceptors, technologists, physicians, staff members, or other healthcare personnel;
- Information that could reasonably identify a patient, healthcare provider, or clinical affiliate; and
- The name of a clinical education site, whether referenced by its full name, abbreviation, initials, photographs, logos, uniforms, badges, or any other identifying information.

Students must comply with all applicable federal and state laws governing patient privacy and confidentiality, including the **Health Insurance Portability and Accountability Act (HIPAA)**, as well as all Howard Community College and clinical affiliate policies related to confidentiality, privacy, electronic communications, and the appropriate use of social media.

Professional networking platforms, such as **LinkedIn**, are encouraged for developing professional relationships, exploring career opportunities, and engaging with the medical imaging profession. Students are expected to maintain a professional online presence that reflects integrity, respect, accountability, and the ethical standards of the radiologic technology profession.

Any use of social media or electronic communication that compromises patient confidentiality, violates College or clinical affiliate policies, damages the reputation of the Program or its clinical partners, or otherwise demonstrates unprofessional conduct may result in disciplinary action. Depending on the nature and severity of the violation, sanctions may include removal from the clinical education site, failure of a course or clinical experience, or dismissal from the Radiologic Technology Program.

7.4 *Drug, Alcohol, and Smoking*

Howard Community College is a **drug-free, alcohol-free, and smoke-free campus**. The use, possession, distribution, or being under the influence of illegal drugs or alcohol on College property or during college-sponsored activities is prohibited. Smoking, including the use of electronic cigarettes (e-cigarettes), vaping devices, and other tobacco products, is prohibited on campus except where permitted by college policy.

Students are expected to comply with all Howard Community College policies related to alcohol, drugs, tobacco use, and smoking, as outlined in the **HCC Student Handbook**. Violations of these policies may result in disciplinary action by the College and/or the Radiologic Technology Program.

Additional information is available on the Health Sciences Resource page.

7.5 *Stalking, Harassment, and Sexual Misconduct*

All students are expected to comply with Howard Community College policies regarding **stalking, harassment, discrimination, sexual misconduct, sexual harassment, relationship violence, and related prohibited conduct**. Students are responsible for maintaining a learning and clinical environment that is safe, respectful, and free from discrimination, harassment, intimidation, and retaliation.

Allegations of stalking, harassment, sexual misconduct, or other prohibited behaviors will be addressed in accordance with Howard Community College policies and procedures. Violations may result in disciplinary action by the College and/or the Radiologic Technology Program.

Students should review the College's Policy on Stalking, Harassment, and Sexual Misconduct for detailed information regarding definitions, reporting procedures, supportive measures, investigations, and disciplinary processes.

7.6 *Skills Lab and Clinical Attendance*

Attendance and punctuality are essential to student success and the development of professional competence. Classroom, skills laboratory, and clinical experiences provide the knowledge, technical skills, and professional behaviors required for entry-level practice. Attendance in didactic courses is not mandatory unless otherwise specified by the instructor; however, students are strongly encouraged to attend all classes.

Attendance in **skills laboratory and clinical education is mandatory** because these courses are competency-based. Students must complete the minimum clinical hours specified in each course syllabus. Absences for emergencies or other valid reasons may be approved, but all required hours must be completed before the end of the course. Make-up hours are arranged with the Clinical Coordinator, and students may not exceed **10 clinical hours in one day** when making up missed time.

Examples of valid unanticipated absences include a medical emergency or the death of an immediate family member. Students must notify the clinical site, Clinical Coordinator, and Program Director before the scheduled start time whenever possible. Notification should be made by email, or by telephone and email in an emergency. Supporting documentation, including a physician's note and release to return without restrictions when applicable, is required.

Students are expected to arrive on time and prepared for all laboratory and clinical activities. A **5-minute grace period** is permitted. Arriving more than five minutes late is considered tardy and will be documented as a professionalism infraction on the Comprehensive Performance Evaluation (CPE). Students expecting to arrive **one hour or more late** should not report to clinical; the day will be treated as an absence, and the missed hours must be made up.

Clinical attendance is documented through **Trajecsys Clinical Management System**. Students must clock in and out only while physically present in their assigned department using an approved method. Students assigned to Johns Hopkins Howard County Medical Center may use their personal mobile devices as permitted by the facility. Clocking in or out from an unauthorized location or by an unauthorized method constitutes falsification of attendance records and may result in dismissal.

Students are allowed **one** clock-in/clock-out documentation error and **one** tardy before penalties apply. Each additional documentation error results in a **5-point deduction** on the semester CPE. After **three tardies**, students receive **one at-risk behavior**; each additional tardy results in another at-risk behavior. Time missed due to tardiness is generally not eligible for makeup at the end of the clinical day.

Students should regularly review their Trajecsys records for accuracy. If technical issues prevent clocking in or out, they must complete the Program Attendance Form, notify the Clinical Coordinator the same day, and submit the form with their clinical packet.

Failure to complete the required clinical hours by the end of the course constitutes excessive absenteeism and will prevent successful course completion. In cases of prolonged illness, childbirth, or other documented circumstances, the Program may permit additional time to complete required hours. Students may receive an **Incomplete (I)** grade and complete the remaining hours within the **first seven weeks** of the following semester while meeting current course requirements.

If a clinical site dismisses a student because of circumstances beyond the student's control (e.g., low patient volume or equipment failure), the missed hours will not count against the student. However, dismissal due to unprofessional behavior, patient safety concerns, dress code violations, or other policy violations may prevent course progression. Clinical affiliates may also request that a student not return to the site, and reassignment is not guaranteed.

Students may not leave a clinical assignment early without authorization. Only the clinical site's designated supervisor may release a student for safety or emergency reasons. Students must immediately notify the Clinical Coordinator and Program Director if released early. Leaving without authorization or failing to notify the Program is considered an unexcused absence.

7.7 *Bereavement Policy*

Bereavement leave is not accrued and is granted only when needed. Students requesting bereavement leave may be required to provide documentation verifying the death, such as a death certificate, obituary, funeral program, or documentation from a funeral home.

Bereavement leave may be granted as follows:

1. **Up to 40 hours** for the death of an immediate family member, including a **parent, spouse, domestic partner, child, sibling, or legal guardian**.
2. **Up to 8 hours** for the death of an **aunt, uncle, grandparent, grandchild, niece, nephew, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law**.

Students are expected to notify the Program Director or Clinical Coordinator as soon as reasonably possible if bereavement leave will affect their classroom or clinical attendance. Any missed academic or clinical requirements must be completed in accordance with Program policies.

7.8 *Leave of Absence Policy*

The Radiologic Technology (RADT) Program may approve a **Leave of Absence (LOA)** of up to **four (4) weeks within any rolling 12-month period** for documented medical or health-related reasons. Requests for a Leave of Absence must be supported by appropriate medical documentation and are subject to Program approval.

Before returning to the Program, students will be required to provide **written medical clearance** from their healthcare provider indicating they are able to safely resume all Program requirements, including classroom, laboratory, and clinical activities. In addition, students may be required to demonstrate current knowledge and competency to ensure they are prepared to resume coursework successfully. This may include completion of written assessments, laboratory skills evaluations, competency reviews, or other requirements as determined by the Program.

7.9 *Classroom and Clinical Conduct*

Students are expected to conduct themselves in a respectful, courteous, and professional manner at all times toward classmates, faculty, staff, patients, clinical personnel, and all members of the College and clinical communities.

Eating and drinking are prohibited in patient care areas. Personal cell phones and electronic devices must be turned off or silenced at clinical sites unless specifically authorized. In the classroom, electronic devices may be used for educational purposes at the instructor's discretion; otherwise, cell phones must remain off or silenced.

Students may be dismissed from the classroom, laboratory, or clinical site for disruptive or unprofessional conduct, suspected substance impairment, or behavior that compromises safety. The Program will investigate all alleged misconduct and provide due process. Students found responsible for policy violations are subject to disciplinary action. Time missed due to dismissal will be recorded as an absence and managed according to Program attendance policies.

7.10 *Falsification of Clinical Attendance or Other Documents*

Integrity, honesty, and accountability are essential professional attributes expected of every student in the Howard Community College (HCC) Radiologic Technology Program. Falsification of clinical attendance, clinical competencies, evaluations, or any other Program or College document is considered a serious violation of professional ethics and program standards.

Examples of falsification include, but are not limited to:

- Clocking in or out through the Trajecsys Clinical Management System while not physically present at the assigned clinical site.
- Asking another individual to clock in or out on the student's behalf or clocking in or out for another student.

- Falsifying, altering, or fabricating attendance records, clinical competencies, evaluations, patient information, or any other official Program or College document.
- Forging signatures or submitting false or misleading information related to Program requirements.
- Failing to notify Program faculty of an unintentional documentation error or attempting to conceal or hide an unintentional mistake. Students are expected to report documentation errors immediately. Attempting to cover up, alter, or avoid reporting an error will be considered falsification of records.

Any student found to have falsified clinical attendance, competency records, or any other official document **may be immediately dismissed from the Radiologic Technology Program** and may be **ineligible for readmission**. Depending on the nature, intent, and severity of the violation, the Program may instead issue a **Critical At-Risk Behavior notification** or impose other disciplinary action consistent with College and Program policies.

Any student or clinical staff member, including a technologist, who knowingly collaborates in or facilitates the falsification of attendance records, competencies, or other official documentation will be considered equally responsible. A student who participates in or assists with such misconduct may also be dismissed from the Program and deemed ineligible for readmission. If a clinical technologist or other clinical staff member is involved, the incident will be reported to the clinical site's Imaging Director or Supervisor for appropriate action.

Students are required to sign all official Program and College documents, including counseling forms, evaluations, and disciplinary notices. A student's signature acknowledges receipt of the document and **does not necessarily indicate agreement** with its contents. Students who disagree with the contents or characterization of a situation may submit a written statement to the Program Director within **three (3) business days** of signing the document. Students who refuse to sign a required Program or disciplinary document will be suspended from classroom, laboratory, and clinical activities until the matter is resolved. During the suspension period, students will not be permitted to make up missed examinations, laboratory activities, or clinical hours until they are cleared to return to the Program.

7.11 *Use of Electronic Devices*

The Howard Community College (HCC) Radiologic Technology Program is committed to maintaining a safe, professional, and distraction-free learning environment.

Students are expected to devote their full attention to patient care and educational activities during classroom, laboratory, and clinical experiences.

7.11.1 Clinical Education

The use of **cell phones, smart watches, tablets, earbuds, headphones, and other personal electronic devices** is prohibited during clinical rotations unless specifically authorized by the Program and the clinical site. Students may use a personal device only to clock in or out through **Trajecsys** at approved sites. Once attendance has been recorded, the device must be secured and may not be used for any other purpose.

Clinical site computers and electronic resources may be used only for authorized clinical or educational activities. Personal use, including social media, email, internet browsing, streaming, or other non-clinical activities, is prohibited.

Students may not photograph, record, or transmit any information related to patients, staff, classmates, faculty, or clinical facilities. Such actions may violate **HIPAA**, clinical affiliate policies, and Program policies.

Unauthorized use of electronic devices will result in disciplinary action. The first violation will result in a **General At-Risk Behavior** notification. Repeated or serious violations may result in Critical **At-Risk Behavior**, removal from the clinical site, failure of the clinical course, or dismissal from the Program. **Three incidents of unauthorized use of electronic devices are grounds for dismissal from the Radiologic Technology Program.**

7.11.2 Classroom and Skills Laboratory

Personal electronic devices must be silenced during classroom and laboratory sessions unless their use is authorized by the instructor for educational purposes. Unauthorized use that disrupts instruction or distracts from learning may result in disciplinary action in accordance with College and Program policies.

7.12 *Grading, Incomplete (I), and Withdrawal (W) Grades*

Student grades in the Howard Community College (HCC) Radiologic Technology (RADT) Program are governed by both College and Program grading policies and are based on academic performance, clinical competency, and professional behavior. Under extraordinary circumstances, such as documented illness or other approved extenuating situations, a student may receive a **Withdrawal (W)**, **Incomplete (I)**, or

Never Attended (NA) grade in accordance with college policies. For additional information regarding college grading policies, students should refer to the Howard Community College Student Handbook and College Catalog.

RADT students are evaluated regularly through examinations, quizzes, laboratory competencies, clinical evaluations, assignments, and other assessment methods to measure mastery of didactic concepts, clinical skills, and professional and ethical behaviors.

The Program uses the following grading scale for didactic and clinical courses:

A = 100 – 90, B = 89.9 – 80, C = 79.9 - 75, D = 74.9 – 60, and F = < 59.9.

Students must earn a **minimum grade of "C" (75%)** in every required RADT course to remain in good academic standing and progress in the program. A student who earns a **D, F, or W** in any required RADT course is **not eligible to progress** with the cohort and must apply for readmission in accordance with Program policies if they wish to continue in the program.

An **Incomplete (I)** grade is awarded only under exceptional circumstances and in accordance with Howard Community College policy. Students receiving an Incomplete grade must meet with the Program Director and/or course faculty to develop an **Incomplete Grade Contract**, which outlines the remaining course requirements and deadlines for completion. The student must sign the contract before the Incomplete grade is assigned or as soon as practicable thereafter.

Unless otherwise required by college policy, **all outstanding course requirements associated with an Incomplete grade must be completed within the first seven (7) weeks of the student's next semester of enrollment**. Failure to satisfy the terms of the Incomplete Grade Contract within the specified timeframe will result in the Incomplete grade being converted to the appropriate final grade in accordance with College and Program policies.

Students who receive a **W (Withdrawal)** grade should understand that withdrawing from a required RADT course interrupts normal program progression and generally requires the student to apply for readmission to continue the curriculum with a subsequent cohort.

7.13 *Admissions policy*

7.13.1 Standard Admission to HCC Credit Courses

HCC maintains an open-door policy of admission. Prospective students who are interested in taking classes at the college can be admitted on a space availability basis.

7.13.2 Admission to Radiologic Technology Program

Admission to the Howard Community College (HCC) Radiologic Technology (RADT) Program is **competitive** and based on the Program's published admission requirements and the availability of clinical education placements. Meeting the minimum admission requirements does **not** guarantee admission to the Program.

Detailed information regarding admission requirements, application procedures, and deadlines is available on the RADT Program page.

7.14 *Withdrawal, Dismissal, and Readmission*

A student who earns a **D** or **F** in any RADT course is not eligible to progress in the Program. Students who are unable to progress according to the prescribed course sequence may withdraw from the Program. Students may also be dismissed for violations of College or Program policies, including inappropriate conduct or **At-Risk Behaviors**.

Readmission to the Radiologic Technology Program is **not automatic or guaranteed** and is contingent upon the availability of a clinical education seat. Students are **not eligible** for readmission if they were dismissed due to At-Risk Behaviors, conduct-related issues, or were permanently removed or banned from a clinical education site. Students who withdrew for medical reasons must provide written medical clearance from a licensed healthcare provider confirming their ability to safely meet all Program requirements before being considered for readmission.

7.14.1 Readmission Requirements

To be considered for readmission, students must:

- Review previously completed coursework while awaiting readmission.
- Meet the admission and Program requirements in effect **at the time readmission is requested**, not those in effect at the time of withdrawal or dismissal.
- Successfully complete a **readmission theory examination** for each RADT course failed or withdrawn from with a minimum score of **70%**.
- Schedule the examination with the Program Director **at least two weeks** before the examination window.

Readmission examinations are offered three times each year:

- **June 15–20** for Fall readmission
- **October 1–10** for Spring readmission
- **March 1–10** for Summer readmission

Passing the readmission examination **does not guarantee readmission**. Students may be readmitted only if a clinical education seat is available. Each student is permitted **to attempt** to pass the readmission examination once. Before returning to clinical education, students must satisfy all current health, compliance, and clinical clearance requirements.

7.14.2 Additional Readmission Policies

- Clinical and Skills Lab competencies completed during previously **passed** clinical courses will be recognized upon readmission.
- Competencies attempted during **failed or withdrawn** courses will not be credited and must be repeated.
- Students may **not** be readmitted into a semester they have already completed successfully.
- A student cannot **repeat the same RADT course more than once**.

7.15 Graduation Requirements

To graduate with an **Associate of Applied Science (A.A.S.) in Radiologic Technology**, students must:

- Successfully complete all **ARRT didactic and clinical competency requirements**.
- Successfully complete all courses required in the **A.A.S. in Radiologic Technology** curriculum.
- Earn a minimum of **69 credit hours** with a cumulative **GPA of 2.0 or higher**, including:
    - A grade of **B or higher** in **BIOL 203 – Anatomy and Physiology I and** in **BIOL 204 – Anatomy and Physiology II**.
    - A grade of **C or higher** in all required Radiologic Technology and general education courses.
- Complete **20 credit hours** of general education coursework.
- Complete **49 credit hours** of Radiologic Technology coursework at Howard Community College.
- Meet all Program and clinical requirements, including health, training, background check, and compliance requirements.

- Satisfy all financial obligations to Howard Community College before graduation.
- Return all College and Program property, including student ID badges, radiation monitoring badges and holders, and any other issued equipment.

Upon successful completion of all degree requirements, graduates are eligible to apply for the **American Registry of Radiologic Technologists (ARRT) Radiography Certification Examination** and for licensure through the **Maryland Board of Physicians**, subject to the eligibility requirements of those organizations.

7.16 *Grievance*

The following grievance procedures are adopted from the current **Howard Community College (HCC) Student Handbook**. Radiologic Technology (RADT) students are expected to follow these procedures to resolve academic, clinical, and non-academic concerns. Students are encouraged to resolve concerns at the lowest appropriate level before initiating formal grievance.

7.16.1 Academic Complaints

An **academic complaint** is a concern related to classroom instruction, course requirements, or a grade that a student believes was assigned in an arbitrary or inconsistent manner. Students wishing to file a formal academic complaint must do so **no later than the end of the seventh week of the next major academic term**. All official correspondence will be sent to the student's HCC email account.

Students should follow these steps:

1. **Meet with the Instructor.** Discuss the concern in a professional manner. Many issues can be resolved through open communication.
2. **Meet with the Program Director.** If the concern is not resolved, schedule a meeting with the Program Director.
3. **Submit a Formal Academic Complaint.** If the matter remains unresolved, complete the College's Academic Complaint Form, including a description of the concern and any supporting documentation.
4. **Associate Dean Review.** The Associate Dean will review the complaint, meet with the student if appropriate, and issue a decision.
5. **Appeal to the Dean.** If the student is dissatisfied with the Associate Dean's decision, the matter may be appealed to the Dean of the Health Sciences Division. Dean’s decision is final.

7.16.2 Non-Academic Complaints

Students with concerns involving College services should first meet with the appropriate administrator or staff member. If the concern remains unresolved, the student should meet with the individual's supervisor. If necessary, the concern may be appealed to the **Associate Vice President of Student Development and Social Support (or designee)**, whose decision is final.

7.16.3 Clinical Education Complaints

Students with concerns related to clinical education should follow these steps:

1. Discuss the concern with the **Clinical Coordinator and Program Director**.
2. If the concern remains unresolved, submit a written complaint and request a meeting with the **Associate Dean**.
3. If necessary, the complaint may be appealed to the **Dean of the Health and Sciences Division**, whose decision is final.

Students are expected to address concerns promptly and professionally and to follow the established grievance process before advancing to the next level.

For complete grievance procedures, students should refer to the Howard Community College Student Handbook.

8 Awards and Honor Societies.

The Howard Community College (HCC) Radiologic Technology Program encourages students to pursue academic excellence, leadership, professional involvement, and community service. Outstanding students may be recognized through the following awards and honor societies.

8.1.1 Division Award

Each year, the Health and Sciences Division recognizes one outstanding student from its Nursing and Allied Health programs with the **Division Award**. The recipient is selected based on academic achievement, leadership, professionalism, and service to the College and the community.

Selection criteria may include:

- Outstanding academic performance.
- Membership in professional organizations such as the **American Society of Radiologic Technologists (ASRT)** and the **Maryland Society of Radiologic Technologists (MSRT)**.
- Participation in College or community service activities (e.g., food drives, RADT information sessions, volunteer events).
- Demonstrated leadership, such as serving as a class officer, student mentor, or committee member.

Since 2010, several students from the HCC Radiologic Technology Program have received this prestigious award.

8.1.2 Lambda Nu National Honor Society

Lambda Nu is the national honor society for the radiologic and imaging sciences. Its mission is to:

- Foster academic excellence.
- Promote research and scholarly inquiry in radiologic sciences.
- Recognize outstanding academic achievement and professionalism.

Howard Community College is home to the **Maryland Chi Chapter of Lambda Nu**. Membership is by invitation and is based on the chapter's bylaws and national

eligibility requirements. Eligible students are nominated by the local chapter and, upon approval, submit an application to the Lambda Nu national office.

8.1.3 Alpha Eta Honor Society

Alpha Eta is the national honor society for allied health professions. Students may be nominated during their final year in the Program if they meet the Society's eligibility requirements, including:

- Enrollment in the final year of an associate or bachelor's degree allied health program.
- A minimum cumulative GPA of **3.5** on a 4.0 scale.
- Demonstrated leadership, professionalism, and achievement in the allied health profession.
- Nomination by Program faculty.
- Membership limited to **no more than 20%** of the eligible students within the Program.

Participation in professional organizations, such as **ASRT** and **MSRT**, along with leadership and community service, strengthens a student's candidacy for nomination.

9 Skills Laboratory

The skills laboratory serves as a bridge between didactic instruction and clinical application. Students use the laboratory to practice, develop, and reinforce knowledge and skills required for safe and competent clinical performance. Areas of practice include, but are not limited to:

- Patient care and safety
- Communication, patient history taking, and document review
- Radiographic anatomy and pathology
- Radiographic image analysis
- Patient positioning
- Equipment manipulation and utilization
- Radiographic technique selection

Supervision Requirements

Practice involving the use of **energized radiographic equipment requires the direct supervision of a registered radiologic technologist**. Students are prohibited from energizing or operating radiographic equipment without a registered radiologic technologist physically present and providing direct supervision.

Students may practice patient positioning without energizing the radiographic equipment under **indirect supervision** of a registered radiologic technologist. Indirect supervision means that the supervising technologist or qualified faculty member is immediately available to assist the student, such as a faculty member being present in a nearby office.

Skills Laboratory Attendance and Practice

All radiographic procedures courses include mandatory didactic instruction and scheduled skills laboratory practice. Optional open laboratory sessions may also be available. Additional laboratory practice may be arranged with faculty or the skills laboratory instructor when needed.

Students are required to attend all scheduled skills laboratory sessions and provide evidence of the required practice before attempting laboratory competencies. Performance of skills laboratory competencies is evaluated in a manner similar to clinical competencies.

A student who does not complete the required number of laboratory competencies for a particular course will not successfully complete the associated radiographic procedures course. In addition, students may not attempt corresponding clinical competencies until the required simulation competencies have been successfully completed.

Grades earned for skills laboratory performance are incorporated into the associated radiographic procedures course grade.

Uniform, Radiation Monitoring, and Attendance

Students must wear the required program uniform while participating in laboratory practice and while performing simulated competencies.

Radiation monitoring badges must be worn at all times during program activities, including skills laboratory sessions and didactic classes.

Attendance at scheduled skills laboratory sessions is mandatory. The skills laboratory attendance policy follows the same requirements as the clinical attendance policy. If a student misses a scheduled laboratory session for valid reason, it is the student's responsibility to arrange and complete a makeup practice session **before the next scheduled class**.

Laboratory Competencies

Under the direct supervision of a registered radiologic technologist, students are required to successfully complete a total of **60 laboratory competencies**, achieving a minimum score of **85% on all required basic projections** demonstrated in the laboratory.

The remediation process for an unsuccessful skills laboratory or clinical competency attempt is reviewed in **RADT 108: Introduction to Clinical Radiography** and is detailed in the **Skills Laboratory Guide**.

All required laboratory simulation competencies are completed in **RADT 116 and RADT 126**. The specific competency requirements and distribution are identified in the respective RADT 116 and RADT 126 course syllabi.

10 Clinical Rotation

10.1 *Clinical Onboarding Documents*

10.1.1 Clinical Onboarding Requirements

Before participating in any clinical education experience, students must complete all required clinical onboarding requirements by the deadlines established by the **Health Sciences Division Clinical Liaison Office**. Students who fail to meet these requirements will **not** be permitted to attend clinical rotations, which may jeopardize successful completion of the Program.

Current requirements, forms, and deadlines are available on the Health Sciences Resource page of the Howard Community College website.

10.1.2 Health Requirements

Prior to the first semester, students must complete and submit all required health forms, including the **Student Health Forms** completed by a licensed healthcare provider. These forms verify that the student is physically and psychologically able to meet the essential functions of the Radiologic Technology Program.

Students must maintain current clinical clearance throughout the Program. If any required document expires during enrollment, it must be renewed before its expiration date. Failure to maintain current clinical clearance may result in removal from clinical education until compliance is restored.

10.1.3 Compliance Platforms

The RADT Program uses **Exxat** and **CastleBranch** to manage clinical compliance requirements.

- **Exxat** is used for clinical placement and compliance document management.
- **CastleBranch** is used for criminal background checks and urine drug screening.

Students are responsible for establishing and maintaining accounts in these systems and for paying all associated fees. Questions regarding compliance requirements should be directed to the **Health Sciences Division Clinical Liaison Office** at **hsdcc@howardcc.edu**.

10.1.4 Clinical Clearance Requirements

Students must maintain current compliance with all required onboarding documents, including:

- Physical examination and Student Health Forms
- Criminal Background Check (annually)
- 10-panel Urine Drug Screen (annually)
- Basic Life Support (BLS) Certification
- Seasonal Influenza (as required by clinical affiliates)
- Tuberculosis (TB) screening (annually)
- N95 Respirator Fit Testing (annually)
- Proof of Health Insurance
- Required immunizations (MMR, Hepatitis B, Varicella, and Tdap)

Clinical clearance is granted only after all required documentation has been reviewed and approved.

Students who are denied clinical placement because of an unsatisfactory criminal background check, positive drug screen (unless verified as a legitimate prescription by the Medical Review Officer), or failure to meet a clinical affiliate's requirements **will not be reassigned to another clinical site** and may be unable to continue in the Program.

10.1.5 Health and Liability Insurance

Howard Community College **does not provide health insurance** for students. Students are responsible for maintaining their own health insurance and for all medical expenses resulting from illness or injury occurring on campus or during clinical education.

Howard Community College provides **professional liability insurance** for students participating in approved clinical education experiences arranged by the Program. Liability coverage applies only while students are acting within their approved scope of practice and under appropriate supervision. Because liability coverage applies only during officially approved clinical assignments, **students may not attend clinical education when the College is officially closed**, even if the clinical site remains open.

Note: Professional liability insurance is **not** health insurance.

10.1.6 Standard Physical Requirements for Clinical Rotations

The following physical requirements represent the essential functions necessary to participate safely and effectively in clinical education within the Radiologic Technology (RADT) Program. These requirements were developed in collaboration with the Program's clinical affiliates and reflect the physical demands commonly encountered in the clinical environment.

Students who are unable to meet one or more of these requirements, with or without reasonable accommodation, should contact the **Program Director** to discuss available options.

Physical Activity	Requirement	Frequency
Lift while standing	Up to 50 pounds	Frequent
Lift while sitting	Up to 25 pounds	Frequent
Lift with assistance (e.g., patient transfers)	More than 50 pounds	Occasional to Frequent
Push equipment (e.g., stretchers, wheelchairs, portable imaging equipment)	More than 50 pounds	Frequent
Pull equipment	More than 50 pounds	Frequent
Reach at shoulder level	Full arm extension and elbow flexion	Occasional to Frequent
Reach above shoulder level	Full arm extension and elbow flexion	Occasional to Frequent
Stand for extended periods	With and without movement	Frequent
Stand while wearing radiation protective equipment	Lead apron and related shielding devices	Frequent
Sit for prolonged periods	As required	Frequent
Walk throughout the clinical environment	Moderate distances	Frequent
Carry equipment or supplies	Up to 50 pounds	Occasional
Bend	—	Occasional to Frequent
Stoop	—	Occasional to Frequent
Kneel	—	Occasional to Frequent
Twist and turn	—	Frequent

Hand dexterity	Operate controls, grasp, lift, and perform fine motor tasks	Frequent
Operate foot controls	Imaging equipment and accessories	Frequent

10.1.7 Visual Requirements

Students must be able to:

- Observe patients, monitors, equipment displays, warning lights, and alarms.
- Recognize changes in patient condition.
- Read patient information, imaging requests, and technical indicators.
- Identify and respond appropriately to safety hazards.

10.1.8 Auditory Requirements

Students must be able to:

- Hear and understand verbal instructions from physicians, supervising technologists, patients, and other healthcare professionals.
- Hear patient responses during examinations.
- Recognize and respond promptly to warning signals, equipment alarms, and emergency notifications.

These essential functions are intended to ensure the safety of patients, students, and healthcare personnel while meeting the clinical competencies required by the Program. Students who require reasonable accommodations should contact the **Program Director** and the **Office of Disability Support Services** as early as possible to determine appropriate accommodations consistent with the essential requirements of the Program.

10.2 *Change in Health Status Policy*

Any student who experiences a change in health status, including an illness, injury, surgery, or other medical condition, while enrolled in the Radiologic Technology Program must provide written documentation from their licensed healthcare provider verifying their ability to safely perform the essential functions of the Program without posing a risk to themselves, patients, classmates, or others.

Medical clearance must be submitted and approved **before** the student may return to classroom, laboratory, or clinical activities. Depending on the nature of the health

status change, students may also be required to complete or update clinical onboarding requirements, including, but not limited to, the **MRI Safety Screening Form** and any other documentation required by the Program or its clinical affiliates.

10.3 *Education Requirements for ARRT Certification*

The **American Registry of Radiologic Technologists (ARRT)** establishes the clinical competency requirements that students must complete to be eligible for ARRT certification and registration. As the world's largest credentialing organization for medical imaging professionals, the ARRT promotes high standards of education, ethics, and patient care.

To satisfy the ARRT clinical education requirements, students must successfully complete the required **General Patient Care Activities**, **Mandatory Imaging Procedures**, and **Elective Imaging Procedures** as outlined in the current ARRT Clinical Competency Requirements.

The clinical competency requirements include:

- Eight mandatory general patient care procedures;
- 35 mandatory imaging procedures;
- 17 elective imaging procedures selected from a list of 36 procedures;
    - One of the 17 elective imaging procedures must be selected from the head section; and
    - Two of the 17 elective imaging procedures must be selected from the fluoroscopy studies section.

A single patient encounter may be used to document multiple competencies when appropriate; however, **each individual procedure may be counted toward only one competency requirement**. For example, a portable femur examination may be used to satisfy either the **Portable Extremity** competency or the **Femur** competency, but not both.

The RADT Program provides students with a variety of clinical rotations to maximize opportunities for completing all required competencies. However, **students are ultimately responsible for completing all mandatory and elective competencies before graduation**. Students who are unable to complete all required competencies through clinical experience may complete **up to two (2) simulated imaging procedure competencies**, as permitted by current ARRT requirements.

Students are encouraged to review the most current ARRT Clinical Competency Requirements, as these standards are subject to change. The latest requirements are available on the **ARRT website**.

10.4 *Uniform*

Students are required to wear the **approved Howard Community College (HCC) Radiologic Technology (RADT) Program uniform** during all clinical rotations, procedures courses, and skills laboratory sessions.

Uniforms must be purchased through the **HCC Bookstore**. The Program utilizes **cohort-specific uniform specifications**; therefore, uniform style, color, and branding may vary by entering class. Students will receive detailed ordering instructions and uniform specifications for their cohort during **New Student Orientation**.

At a minimum, students are expected to wear the following during clinical education:

- Approved HCC RADT scrub top with Program logo (cohort-specific)
- Approved scrub pants or skirt (cohort-specific)
- Approved scrub jacket (optional)
- White or black crew-neck undershirt (optional, if permitted by the clinical site)
- White or black socks
- White or black closed-toe, non-slip athletic or clinical shoes with a reinforced toe (mesh or soft fabric shoes are not permitted)
- Current HCC Student ID
- Clinical site identification badge, if issued
- Radiation dosimeter (radiation badge)
- Assigned right and left (R/L) lead markers
- Clinical binder (if required)
- Current health clearance and N95 fit testing documentation (when required)
- Technique notebook or other required clinical reference materials

Students are responsible for reporting to clinical with all required uniform items and equipment. Students who arrive without the required uniform or equipment may be dismissed from clinical for the day. Any dismissal due to failure to comply with the uniform policy will be recorded as a clinical absence.

Uniforms must be clean, wrinkle-free, in good condition, and fit appropriately. Worn, faded, torn, or otherwise unserviceable uniform items must be replaced promptly.

10.4.1 Professional Appearance and Personal Hygiene

Students are expected to maintain a professional appearance and practice good personal hygiene at all times while representing the Program.

The following standards apply:

- Hair must be clean, neat, and secured away from the face. Hair extending below the shoulders must be tied back or secured above the shoulders.
- Beards and mustaches must be clean, neatly groomed, and comply with infection control and respirator fit-testing requirements.
- Hats, scarves, bandanas, or other head coverings are not permitted unless worn for approved religious or documented medical reasons.
- Fingernails must be clean, short, and natural. Artificial nails, nail enhancements, and nail polish are prohibited when restricted by clinical affiliate policies.
- Perfume, cologne, and other scented products should be avoided or used sparingly. Students must discontinue use if requested by the clinical site due to patient or staff sensitivities.
- Jewelry should be kept to a minimum. For safety reasons, dangling jewelry is prohibited. Small stud earrings may be worn if permitted by the clinical site.
- Visible tattoos and body piercings must comply with the policies of the assigned clinical affiliate and may be required to be covered or removed.

10.4.2 Clinical Site Dress Requirements

Students are expected to comply with both **Program** and **clinical affiliate** dress code policies. Clinical sites may require additional personal protective equipment (PPE), department-specific attire, or facility-issued scrubs (e.g., Operating Room, Interventional Radiology, or other restricted areas).

Failure to comply with Program or clinical site uniform and professional appearance requirements may result in dismissal from the clinical assignment for the day, disciplinary action, or removal from the clinical site. Repeated violations may result in clinical failure or dismissal from the Program in accordance with Program policies.

10.5 *Clinical Evaluation and Grading*

Clinical education is designed to reinforce and complement the didactic curriculum by providing students with supervised, hands-on experience in a variety of clinical settings. Clinical rotations allow students to progressively develop the knowledge,

technical skills, professional behaviors, and clinical judgment required of an entry-level radiographer.

Students are evaluated throughout each clinical course in the following areas:

- Patient care and communication
- Professional behavior and ethics
- Radiation protection and safety
- Radiographic positioning and procedures
- Equipment operation and technical factor selection
- Image evaluation and quality improvement
- Critical thinking and problem-solving

Clinical course grades are determined using the same grading scale established for all RADT didactic courses. Students must successfully complete all required clinical assignments, evaluations, and competency requirements to pass each clinical course.

10.5.1 Clinical Competency Evaluations

Students must demonstrate competency in designated radiographic procedures in accordance with **American Registry of Radiologic Technologists (ARRT)** requirements and Program expectations.

Clinical competency is considered successful only when the student achieves a minimum score of **85%**. Competency evaluations assess the student's ability to perform the examination independently while demonstrating proficiency in the following areas:

- Patient identification, communication, and procedure knowledge
- Technical skills and equipment operation
- Radiation protection and infection control
- Patient positioning and image acquisition
- Image evaluation and critical thinking
- Professionalism and workflow

Students are evaluated by Program faculty, Clinical Coordinators, Clinical Instructors, and other qualified clinical personnel designated by the Program or the clinical site.

Although all registered radiologic technologists are encouraged to provide instruction and guidance during clinical education, **only technologists who have**

been approved by the Program and trained in the Program's competency evaluation process may evaluate and validate clinical competencies. Unless specifically authorized by the Clinical Coordinator, PRN or temporary technologists may not perform competency evaluations.

10.5.2 Competency Remediation and Reattempts

Students who do not achieve the required **85%** on a clinical competency evaluation are considered unsuccessful on that competency attempt.

The Clinical Coordinator will review the student's performance and determine the appropriate remediation plan before another competency attempt is permitted. Remediation may include:

- Individual counseling and performance review.
- Additional practice in the skills laboratory or clinical setting.
- Review of related didactic content and imaging procedures.
- Demonstration of competency readiness before reattempting the examination.

Students may not repeat a competency evaluation until all required remediation has been successfully completed, and approval has been granted by the Clinical Coordinator or Program faculty.

Detailed competency evaluation and remediation procedures are introduced in **RADT 108 – Introduction to Clinical Radiography** and are included in the Clinical Handbook provided to all students.

10.6 *Professional Conduct*

Students are expected to conduct themselves in a professional, ethical, and respectful manner at all times while representing the Radiologic Technology (RADT) Program. Students are responsible for complying with the **American Registry of Radiologic Technologists (ARRT) Standards of Ethics**, the **American Society of Radiologic Technologists (ASRT) Code of Ethics**, the **Howard Community College Student Code of Conduct**, all Program policies, and applicable local, state, and federal laws and regulations.

Students are expected to demonstrate professionalism by treating patients, classmates, faculty, clinical instructors, healthcare personnel, and members of the public with courtesy, respect, integrity, and compassion. Professional behavior, effective communication, accountability, and respect for diversity are expected in all

classroom, laboratory, and clinical settings. Failure to meet these professional standards may result in disciplinary action in accordance with Program and College policies.

10.7 *Conduct Violations*

The Radiologic Technology (RADT) Program is committed to maintaining a safe, ethical, respectful, and professional learning environment that promotes high-quality patient care and complies with the **JRCERT Standards, ARRT Standards of Ethics, ASRT Code of Ethics, Howard Community College Student Code of Conduct**, and all applicable federal, state, and local laws and regulations.

Students are expected to demonstrate professional, ethical, and safe behavior at all times while participating in classroom, laboratory, clinical, and Program-sponsored activities. Students are responsible for conducting themselves in a manner that protects patients, maintains confidentiality, respects the rights and dignity of others, and upholds the standards of the radiologic technology profession.

Faculty and clinical staff have the authority and responsibility to **immediately remove a student from a classroom, laboratory, or clinical setting** when the student's behavior presents a potential risk to patient or public safety, violates professional or ethical standards, or substantially disrupts the learning or clinical environment.

Depending on the nature, severity, frequency, and circumstances of the violation, disciplinary action may include verbal counseling, written warning, an **At-Risk Behavior** designation, removal from a clinical or laboratory assignment, clinical suspension, course failure, dismissal from the RADT Program, and/or referral to the College's student conduct process.

Serious violations involving patient safety, deliberate dishonesty or falsification, fraud, criminal conduct, significant breaches of confidentiality, or other serious unethical or unprofessional conduct may result in **immediate dismissal from the RADT Program**, subject to applicable College policies and procedures. Certain violations may also affect a student's eligibility for readmission to the Program.

Examples of conduct violations include, but are not limited to, the following:

- Failure to correctly identify a patient.
- Performing the wrong examination or procedure.
- Failure to follow radiation safety practices.

- Performing procedures without required supervision.
- Performing unauthorized procedures or competencies.
- Failure to follow pregnancy screening requirements.
- Failure to follow infection control and safety practices.
- Unsafe handling of medications, contrast media, or equipment.
- Failure to protect patient privacy and confidentiality.
- Unauthorized access to or sharing of patient information.
- Falsification of clinical, laboratory, attendance, or academic records.
- Cheating, plagiarism, or other academic dishonesty.
- Failure to report errors, incidents, or safety concerns.
- Concealing an error or policy violation.
- Refusal to perform assigned clinical duties.
- Failure to follow Program, College, or clinical-site policies.
- Insubordination or refusal to follow reasonable instructions.
- Disrespectful, disruptive, threatening, or harassing behavior.
- Conduct that compromises patient safety or dignity.
- Reporting to class, lab, or clinical while impaired.
- Unauthorized use of cell phones or recording devices.
- Repeated tardiness or absenteeism.
- Leaving an assignment without authorization.
- Attending clinical outside approved hours.
- Failure to maintain required professional appearance.
- Failure to wear required identification or radiation monitoring badge.
- Theft, property damage, or misuse of equipment.
- Criminal, fraudulent, or unethical conduct.
- Any conduct that jeopardizes patient, student, or staff safety.

The examples listed above are **not all-inclusive**. The Program reserves the right to address any conduct that is inconsistent with professional, ethical, legal, or safety standards or that otherwise interferes with patient care, the educational process, or the mission of Howard Community College and its clinical affiliates.

10.7.1 Fitness for Clinical Practice

Students may be required to undergo drug and/or alcohol testing when there is reasonable suspicion that they are impaired or unable to practice safely. Students are responsible for all costs associated with such testing unless otherwise required by College or clinical affiliate policy.

Failure to comply with a required drug or alcohol screening, refusal to cooperate with an investigation, or a confirmed positive test that renders the student ineligible for clinical placement may result in disciplinary action, including dismissal from the Program.

10.8 *At-Risk Behaviors*

During a student's progressive learning experience, the Program continually assesses the student's ability to consistently obtain, retain, and apply previously learned knowledge and skills. When a student's performance demonstrates inconsistent application of competencies that have already been taught, assessed, and verified by the Program, the student's behavior may be classified as **At-Risk**.

At-Risk behaviors are categorized as **Critical At-Risk Behaviors** and **General At-Risk Behaviors**.

- **Critical At-Risk Behaviors:** Two (2) or more separate and/or repeated incidents of Critical At-Risk Behaviors during the entire Program will result in immediate dismissal from the Program.
- **General At-Risk Behaviors:** Three (3) or more separate and/or repeated incidents of General At-Risk Behaviors within a single term, **or a combined total of three (3) or more General and Critical At-Risk Behavior incidents within a single term**, will result in immediate dismissal from the Program. In addition, six (6) or more separate and/or repeated incidents of any At-Risk Behaviors during the entire Program will result in immediate dismissal from the Program.

For the purposes of this policy, a **term** is defined as the period designated for the completion of a sequenced course.

10.8.1 Critical At-Risk Behaviors

The Radiologic Technology (RADT) Program is committed to maintaining a safe, ethical, and professional learning environment. Students are expected to comply with all Program, College, clinical affiliate, **JRCERT**, **ARRT**, **ASRT**, HIPAA, OSHA, and applicable federal, state, and local regulations.

At-Risk Behaviors are classified as **Critical** or **General** based on the severity of the conduct and the potential or actual risk to patient safety. The Program reserves the right to determine the appropriate classification. The examples below are illustrative and not all-inclusive.

10.8.2 Critical At-Risk Behaviors

Critical At-Risk Behaviors involve actions or omissions that jeopardize patient safety, violate professional or ethical standards, or constitute serious misconduct. Examples include, but are not limited to:

- Failure to correctly identify a patient before performing an examination.
- Performing the wrong examination, imaging the wrong patient or body part, or performing procedures without the required supervision.
- Failure to follow radiation protection, ALARA, infection control, aseptic technique, patient safety, or pregnancy screening protocols.
- Unsafe patient care, including patient abuse, neglect, abandonment, or actions that result in or could result in patient injury.
- Falsification of clinical records, competencies, attendance, health records, or other Program or clinical documents.
- Breach of patient confidentiality or unauthorized access to or disclosure of protected health information.
- Reporting to class or clinical while impaired by alcohol, drugs, or any condition that compromises safe patient care.
- Theft, violence, harassment, discrimination, possession of prohibited weapons, or other illegal or threatening conduct.
- Attending clinical without authorization, outside assigned hours, when the College is closed, or without current clinical clearance.
- Any action that compromises patient safety, violates clinical affiliate policies, or places the Program's accreditation or clinical partnerships at risk.

A Critical At-Risk Behavior may result in immediate removal from the clinical setting and may lead to course failure or dismissal from the Program.

10.8.3 General At-Risk Behaviors

General At-Risk Behaviors reflect inconsistent application of previously learned knowledge, skills, professional behaviors, or Program expectations. Examples include, but are not limited to:

- Positioning, technical, or procedural errors on previously learned examinations.
- Failure to follow Program, College, or clinical site policies that do not constitute a Critical At-Risk Behavior.

- Incomplete or late clinical documentation, competencies, reflections, or required onboarding documents.
- Repeated tardiness, attendance violations, or failure to follow call-out procedures.
- Improper uniform, identification badge, radiation badge, lead markers, or professional appearance.
- Unauthorized use of electronic devices or engaging in non-clinical activities during clinical hours.
- Unprofessional communication, inappropriate conduct, failure to accept constructive feedback, or insubordination.
- Failure to maintain required certifications, health requirements, or mandatory training.
- Any behavior demonstrating poor clinical judgment, lack of professionalism, or failure to meet Program expectations.

Repeated General At-Risk Behaviors or failure to demonstrate improvement after counseling or remediation may result in progressive disciplinary action and may be elevated to a Critical At-Risk Behavior.

10.8.4 Documentation and Review

All At-Risk Behaviors will be documented using the **Faculty-Student Consultation Form**. The student will meet with the appropriate Program faculty member(s) to review the incident, discuss expectations, and develop a remediation plan when appropriate. Documentation will be maintained in the student's Program file. Depending on the severity or recurrence of the behavior, disciplinary action may include counseling, probation, clinical suspension, course failure, or dismissal from the Program.

10.9 *Removal from a Clinical Site or Clinical Laboratory*

Students are expected to conduct themselves in a safe, ethical, and professional manner at all times. A student who is removed from, or asked to leave, a clinical education setting or clinical laboratory because of concerns related to patient safety, professional conduct, policy violations, or violations of College, Program, or clinical affiliate policies will be immediately removed from clinical education pending a Program review.

Removal from a clinical site or laboratory may delay progression in the curriculum and may result in a clinical failure, inability to progress, or dismissal from the Program, depending on the nature and severity of the incident.

The Program will investigate each incident and provide the student with due process in accordance with Howard Community College and Program policies.

Following the investigation, the Program may approve reassignment to another clinical site **only if** all of the following conditions are met:

- An appropriate clinical placement is available.
- Reassignment will not adversely affect another student's educational experience or clinical placement.
- The incident did not involve patient abuse, patient harm, serious professional misconduct, substance impairment, falsification of records, or another Critical At-Risk Behavior that warrants dismissal or renders the student ineligible for placement.
- The student has demonstrated the ability to safely return to clinical education and has successfully completed any required remediation.
- Reassignment is consistent with the educational objectives of the Program and acceptable to the receiving clinical affiliate.

Students who are removed from multiple clinical sites, repeatedly demonstrate unsafe or unprofessional behavior, or accumulate multiple Critical At-Risk Behaviors may be dismissed from the Program and may not be eligible for readmission.

The Program reserves the right to determine whether reassignment is appropriate based on patient safety, the educational interests of the student, the availability of clinical placements, and the Program's obligation to maintain compliance with College policies, clinical affiliate agreements, and JRCERT accreditation standards.

10.10 *Incident Reporting / Overexposure*

Following a clinical incident of patient or student injury or abnormal radiation exposure, the incident must be reported immediately to site Clinical Instructor and Department Manager, and the RADT Program Director and Clinical Coordinator. The HCC Incident Report Form must be completed by the site Clinical Instructor and returned to the HCC Clinical Coordinator or Program Director. The clinical site may require additional documentation. In addition, any incident that the student or staff considers to be inappropriate or unethical must be reported immediately to the site Departmental Manager, and RADT Program Director and Clinical Coordinator.

10.11 *Clinical Administration and Clinical Data Tracking*

HCC student progress in a clinical setting develops from an observer to a competent radiographer who can perform radiographic procedures independently. In preparing

the student to be a competent entry level radiographer, the following format is employed:

- Skills Lab practice and competency
- Clinical observation
- Pre-clinical competency practice
- Clinical competency
- Clinical reinforcement (additional) competency- if needed
- Post competency practice for proficiency

10.11.1 Required Steps for Competency Achievement

10.11.1.1 Skills Lab Setting

Students must practice and successfully perform an Exam Competency in the Skills Lab prior to performing steps 3 and 4 (outlined below) in a health care setting. Steps 1 and 2 may be performed in the health care setting before a Skills Lab Competency is achieved. A Skills Lab Competency can happen after a student has attended the class and gotten proof of practice for that specific exam, and consists of two parts, a radiographic examination simulation and an anatomy test; to pass, a student must score at least 85%.

Additionally, students must practice and successfully complete Patient Care Competency Evaluations in the laboratory setting including Vital Signs Assessment, Patient Transfer Techniques, Sterile-Aseptic Technique, Venipuncture, and O2/Suction Equipment/Administration.

10.11.1.2 Clinical Setting

Documenting competency in a health care setting has four levels, each of which is completed chronologically and documented. However, Step 2 - Assisting the Technologist (Assist with Much Help) may be omitted if the student feels confident and ready to move to Step 3 - Performing Exam for Determination of Competency Readiness (Assist for Competency).

The four levels include:

1. Exam Observation (Observe)
2. Assisting the Technologist (Assist with Much Help)
3. Performing Exam for Determination of Competency Readiness (Assist for Competency)
4. Competency Performance Evaluation

Level 1: Exam Observation (Observe) is defined as no direct involvement with equipment manipulation, technique setting, or positioning. Students can earn observation credit at any time during the program, though *this step is required during both the Fall and Spring semesters of the first year.*

Required Documentation: Clinical Management System only

Level 2: Assisting the Technologist (Assist with Much Help) is defined as minimal involvement with equipment manipulation, technique-setting, and positioning. This level follows Exam Observation. Students may set technical factors provided by the technologist and move the x-ray tube and IR receptor into position at this level. The student may assist the technologist to get the patient into position, but independent positioning of the patient may only be performed after content coverage in class/skills lab. *This step is required during both the Fall and Spring semesters of the first year.*

Required Documentation: Clinical Management System only

Level 3: Performing Exam for Evaluation of Competency Readiness (Assist for Competency) is defined as direct involvement with equipment manipulation, technique-setting and positioning. The student will perform the exam with minimal assistance by the technologist to determine readiness for a Competency Evaluation. Student markers must be used. This level follows a successful Skills Lab Competency, Observation, and Assisting the Technologist (optional). A student can only earn "assist for competency" credit after the didactic and skills lab portion of a body part is covered at HCC and the student documented competency at the skills lab. *This step is required throughout the program unless an exception is specified or select procedures.*

Required Documentation: Clinical Management System and Daily Log Sheet

Level 4: Competency Performance Evaluation (Perform Competency) is defined as independent student performance of a radiographic exam including equipment manipulation, technique-setting, and positioning of the patient. This level follows all prior levels. The technologist or clinical instructor will complete an evaluation of the student's performance at this level.

Required Documentation: Clinical Management System, Daily Log Sheet, and Clinical Competency Tracking Form.

Note: Some exams are considered exempt from the standard procedural steps for competency achievement provided a competency exam was completed in the skills lab. Students are exempted from documenting Steps 1-3 prior to attempting competency (Step 4) for the following exams:

- All Repeat Competencies
- Sternum
- Headwork Exams
- Cross Table Spine and Cross Table Hip Examinations

In addition, if a student has completed a cervical spine competency, she/he does not need to observe or assist prior to completing a soft tissue neck competency. The following other exams abide by the same principle:

- Calcaneus *if* she/he has previously completed Foot and Ankle clinical competencies.
- Decubitus examinations *if* she/he has previously completed a decubitus clinical competency.
- Fluoroscopy studies *if* she/he has previously completed a Fluoroscopy clinical competency.
- Geriatric or Pediatric exams *if* she/he has completed a routine clinical competency of the same body part.
- Mobile C-Arm Studies *if* she/he has previously completed one Mobile C-Arm clinical competency.
- Patella exam *if* she/he has completed a Knee clinical competency.
- Portable Abdomen or Nasogastric/Enteric Tube *if* she/he has completed an Abdomen Supine clinical competency.
- Portable Chest *if* she/he has completed a Chest AP (Wheelchair or Stretcher) clinical competency.
- Portable Extremity *if* she/he has completed a routine extremity clinical competency of the same body part.
- Scapula exam *if* she/he has completed Shoulder and Trauma Shoulder clinical competencies.
- SC or AC Joints *if* she/he has completed a Clavicle clinical competency.
- Thoracolumbar Spine *if* she/he has completed a Thoracic or Lumbar Spine clinical competency.

As the student achieves competency in radiographic studies, they are allowed to perform with increased independence and indirect supervision (in the Clinical Management System, this is referred to as a "Post Comp"), thus promoting the

development of self-confidence in exam performance. Ultimately, the result is a graduate who possesses competency as entry level radiographer.

A guide for performance of a Competency Evaluation is available in the Clinical Management System Report System.

10.12 *Clinical Binder and Clinical Management System Tracking*

The Clinical Management System will electronically profile the student's entire clinical experience. All clinical experiences must be tracked via the Clinical Management System. Students should also organize necessary documents in a Clinical Binder that they should always carry to their clinical site. The following are tasks that must be tracked and documented via Clinical Management System and/or hard copy for program credit:

1. Attendance (Clinical Management System and hard copy if electronic clock in/out is not feasible)- Refer to Section 6.6 for further detail.
2. Objective forms (Clinical Management System only)- It is a student responsibility to request a Site or HCC CI to complete all objective forms in Clinical Management System within two weeks of their assignment to a new clinical site.
3. Competency Steps (Clinical Management System and hard copy)- Refer to Section 9.10.1.2 for further detail.
4. Competency Evaluation Forms (Clinical Management System and hard copy)- a hard copy is highly recommended in case the clinical instructor forgets to log the evaluation into the Clinical Management System.
    a. Daily Exams and Competencies must be entered into the Clinical Management System during the same week of occurrence to avoid a grade reduction of 15%. **Course credit will not be given for any clinical experience that is not documented in the Clinical Management System.**
5. Student self-evaluation (Clinical Management System only)- Students are required to complete a self-evaluation within two weeks of their semester assignment.
6. Clinical site and CI evaluations (Clinical Management System only)- Students are required to complete evaluations of the Clinical Site and Clinical Instructors by the last Friday of a clinical rotation.
7. Competency Tracking Form (hard copy only)

8. Daily Log Forms (hard copy only)
9. Clinical Exam Reflection Evaluations (Clinical Management System and hard copy)- Students will complete these reflections starting in RADT 238- Clinical Radiography III, turning in the evaluations weekly on the Clinical Management System and submitting hard copies of notes in with the Clinical Packet (see section 9.12).

Information and examples of what to include in the Clinical Binder are given during the RADT 108- Introduction to Clinical Radiography course.

10.13 *Clinical Packet Submission*

Students are required to submit clinical packets at the end of each semester. The packet must be submitted via the Canvas Course by the due date indicated on individual course syllabi. Students are highly encouraged to keep hard copies of all clinical documents for their record.

The clinical packet must include the following hard copy items:

- Attendance Form (if hard copies are used)
- Daily Log Form (Assist for Competency and Perform Competency entries)
- Competency Tracking Form
- Competency Forms and Clinical Objectives (if hard copies are used)
- Clinical Exam Reflection Evaluation Notes

10.14 *Clinical Equipment and Examination Room Objectives*

The program requires Equipment and Examination Room Objectives be met through site training prior to performing patient care/exam duties. Satisfactory knowledge of these objectives is indicated by the signature of a site technologist. The following is a list of the required Objectives: OXYGEN/SUCTION, GENERAL RADIOGRAPHY EQUIPMENT PERFORMANCE, MOBILE EQUIPMENT, EVENING OBJECTIIVES, and EMERGENCY EQUIPMENT/PREPAREDNESS. The Equipment and Examination Room Objectives are completed for each location, if rotating for the first time, within the first two weeks of the rotation. If a student rotates to the site more than once, the forms do not need to be completed again. Part of the "General Radiography Equipment Performance" Objective is the submission of a site workflow, which is due on Canvas within the first two weeks of a rotation.

In addition to the Equipment and Examination Room Objectives, there are site-specific forms and requirements, which are achieved through site training prior to performing patient care/exam duties. Failure to complete these requirements prior

to the due date or start of clinical rotation will warrant a General At-Risk Behavior and may impede the clinical start date. Not attending clinical due to this will be counted as an absence, which may hinder the student's ability to progress with the program if they do not meet the clinical hour requirements set for that term. Satisfactory knowledge of these requirements is indicated by the signature of a site technologist.

10.15 *Clinical Sites*

- **BHC** – Bowie Health Center, 15001 Health Center Drive, Bowie, MD 20716 – 27 miles from HCC
- **BWMC** – UM Baltimore Washington Medical Center, 301 Hospital Drive, Glen Burnie, MD 21061 – 23 miles from HCC
- **CAP** – UM Capital Region Medical Center, 901 Harry S. Truman Drive, North Largo, MD 20774 – 33 miles from HCC
- **CRC** – Charter Radiology Columbia, 10700 Charter Drive, Suite 110, Columbia, MD 21044 – 0.8 miles from HCC
- **CRR** – Charter Radiology Reisterstown, 116 Westminster Pike, Suite 104, Reisterstown, MD 21136 – 27 miles from HCC
- **CRV**– Charter Radiology Clarksville, 5005 Signal Bell Ln #102, Clarksville, MD 21029 – 6 miles from HCC
- **GMC** – Grace Medical Center, 2000 West Baltimore Street, Baltimore, MD 21223 – 20 miles from HCC
- **HCMC** – Johns Hopkins Howard County Medical Center, 5575 Cedar Lane, Columbia, MD 21044 – 0.8 miles from HCC
- **HUH** – Howard University Hospital, 2041 Georgia Avenue NW, Washington, DC 20060 – 28 miles from HCC
- **JHB**– Johns Hopkins Medical Imaging- Bethesda, 6420 Rockledge Dr #3100, Bethesda, MD 20817 – 25 miles from HCC
- **JHI** – Johns Hopkins Medical Imaging- Columbia, 10840 Little Patuxent Pkwy Suite 300, Columbia, MD 21044 – 0.5 miles from HCC
- **LMC** – Laurel Medical Center, 7150 Contee Road, Laurel, MD 20707 – 14 miles from HCC
- **PFC** – Patient First- Columbia, 5900 Cedar Lane, Columbia, MD 21044 – 1 mile from HCC
- **PFO** – Patient First- Odenton, 1110 Annapolis Rd, Odenton, MD 21113 – 17 miles from HCC
- **PFOM** – Patient First- Owings Mills, 10210 Reisterstown Rd, Owings Mills, MD 21117– 24 miles from HCC

- **UMROI** – UM Rehabilitation & Orthopaedic Institute, 2200 Kernan Drive, Baltimore, MD 21207– 17 miles from HCC
- **VADC** – Washington DC VA Medical Center, 50 Irving St NW Washington, DC 20422 – 26 miles from HCC

10.15.1 Clinical Site Placement Procedure

Student assignments are non-discriminatory and are based upon the following criteria:

1. The number of students authorized by the JRCERT and agreed upon by the Clinical Site.
2. The clinical site has no objection to the placement of a specific student to their site. (Conflicts of interests, relatives employed by that facility, etc.)
3. The geographic location relative to HCC.
4. Clinical competency achievement, rigor of the site, and how well a student is expected to acclimate to and learn from the staff at a specific facility. (Some students may learn better at a facility with more one-on-one mentoring, some students may benefit from repetitive rotations to reinforce skills, etc.).
5. Random lottery selection by students.

Note. If a student works/volunteers in one of HCC's clinical sites, the program will attempt to not assign the student to that clinical site. If that is not possible and the student is assigned to a clinical site where they work/volunteer, they must not use their employee ID, radiation monitor, or employee status during student clinical rotation or vice versa.

The following is the Radiography Program's clinical plan of education:

1. RADT 108, Term 1, students will perform Patient Care Comps in the HCC lab.
2. RADT 118, Term 2, students will rotate 8 hours/day, twice a week, for a total of 15 days or 120 hours within the 7-week semester.
3. RADT 128, Term 3, students will rotate 8.5 hours/day, twice a week, for a total of 30 days or 255 hours within the 15-week semester.
4. RADT 238, Term 4 (Summer), students rotate 8.5 hours/day, 4 days/week, for a total of 28 days or 240 hours within the 7-week semester.
5. RADT 248 and RADT 258, which are Terms 5 and 6 respectively, students will rotate 8.5 hours/day, twice a week, for a total of 30 days or 255 hours within the 15-week semester.
6. Evening rotation assignments do not exceed the JRCERT's evening maximum rotation limit during the student's tenure in the Program.

7. Students will be assigned to at least three main sites over the course of the Program to ensure that adequate and comparable opportunities are afforded to all students to develop the necessary skills and obtain the required number of clinical competencies.
8. Clinical assignments also include observational advanced modality experience if a site is available (optional – CT, IR, MRI, Mammo).
9. Clinical rotation schedules are developed to provide all students with comparable clinical experiences. Students are not permitted to change the schedule on their own. Students must remain in their assigned rotation. If the area has no radiographic exams in progress and there are radiographic exams in another area, the student may change areas under the following conditions:
    a. The staff Clinical Preceptor is in agreement.
    b. The change will not create an overload of students in the area in which the radiographic examination in process (1:1 student to staff ratio will be maintained)
    c. The change will not interfere with the clinical objectives or opportunities of the student already assigned to the area.
    d. The student will return to the assigned area when there are clinical duties/exams to be performed.
10. The Clinical Coordinator will provide students, clinical sites, and the Health Science Division Clinical Liaison electronic notification of site placement in a timely fashion to allow for background checks and other site-specific requirements. The Program Clinical Coordinator will provide students with information about objectives, location, parking information, and contact person. The Clinical Coordinator will also provide room assignments, upon site request. Room assignments will be based on:
    a. Room/equipment availability
    b. Staff availability
    c. Student readiness
    d. Number of students assigned
11. The Clinical Coordinator will provide information about the clinical site regarding objectives.
12. A student will not be permitted to rotate to a clinical site if the student has not been clinically cleared by the Division Clinical Liaison Office. In this situation, a student will not be able to make up missed hours, which may hinder their ability to move forward with the program.

10.15.2 Clinical Competency Requirements

1. Students are required to complete 52 competency exams by the end of the program; 35 mandatory and 17 elective exams, as outlined by the ARRT.

2. Students must obtain a minimum number of clinical competencies per semester. The clinical competencies obtained by the student can be a new mandatory competency, a new elective competency, or a recompetency (additional or "recomp"; more information in the following paragraph). If the student does not obtain the minimum number of clinical competencies or meet the cumulative competency numbers (overall and elective) for a semester, the student will receive an "I" grade and will have six weeks at the start of the next term to meet the requirement. If a student does not complete the requirements within the contractual agreement time of six weeks, they will not be permitted to remain in the program. A student is only allowed to obtain one "I" grade within the program, any additional needs for an "I" grade will be considered a course failure and the student will be dismissed from the program. The following table indicates the number of competencies per clinical course.

Minimum Number of Competencies	Course	Cumulative number of Competencies	Cumulative Minimum number of Elective Competencies
0	RADT 108	0	0
4	RADT 118	4	0
13	RADT 128	17	5
15	RADT 238	32	10
12	RADT 248	44	14
8	RADT 258	52	17

If a student obtains more than the minimum required competencies during a semester, the excess number of competencies cannot be used for subsequent semesters to calculate the minimum. The total number will be used to calculate the ARRT requirement. A student may complete a competency on previously performed exams (recomps) to maintain the minimum competency requirements for a semester, provided that the cumulative number of new competencies is maintained. If a student recomps an exam to fulfill a given semester's competency requirement, it will not be counted toward the cumulative number of competencies. Students can only recomp a specific exam once during the entire program. New competencies and recomps of the same exam are not permitted in the same semester.

3. Throughout the program, students are expected to follow the minimally required clinical competency amounts for both mandatory and elective examinations. If a

student is at risk of getting an Incomplete (I) Grade for not meeting these requirements, they may schedule up to four simulation ("mock") competencies to be completed in the RADT Program's Skills Laboratory. A student is not allowed to simulate more than two (2) exams in one semester. These exams must be set up with the Clinical Coordinator two weeks prior to the end of the semester, with the simulations taking place the last week of the semester. To see which exams are eligible for simulation, review the ARRT Clinical Competency Requirements document.

10.15.3 Semester Competency Planning

All students MUST print a list of exams they are ready for or planning to perform for competency at the beginning of a semester and update it regularly. The list must be provided to the site clinical instructors for which the student is assigned.

10.15.4 RADT Advanced Modalities Rotation

If a student has met all the semester competency requirements and a seat is available, student ay rotate to an advanced modality rotation starting in RADT 248- Clinical Radiography IV. For advanced modality rotations, students observe and assist in clinical activities that have been introduced in didactic courses. Students are permitted to perform patient care duties as indicated in the Program Advanced Modality Objectives.

10.15.4.1 Magnetic Resonance Imaging (MRI) Safety Policy

Students enrolled in the RADT Program are required to have awareness of safe and responsible practices in MRI and practice accordingly.

The student is required to read the *ACR Guidance Document on MR Safe Practices: 2*019 (ACR guidance document on MR safe practices: Updates and critical information 2019 (wiley.com)) prior to their initial clinical assignment. The guidelines provided through this URL were established by the American College of Radiology (ACR) and are intended to promote the safe and responsible clinical practices in MRI.

In addition, the student must practice according to any applicable policies and follow screening procedures at each clinical site before entering the MRI area.

Students must also complete the "Magnetic Resonance Imaging (MRI) Safety Screening Form" and submit it to the Clinical Coordinator and/or Program Director **prior to participating in any clinical rotation.**

10.16 *Clinical Make-Up*

1. A student is not allowed to attend clinical without first consulting with the Clinical Coordinator. A student who attends clinical without the Clinical Coordinator and/or site permission will be awarded an At-Risk Behavior (see Section 9.8 for more information) and the time and experience at clinical for that day will be deleted from Trajecsys.
2. If a student is eligible for makeup time, it MUST be made-up during the last week of that semester.
3. Students are not allowed to exceed 10 hours/day and 40 hours/week. Therefore, make up time should be scheduled on clinical off time and in consultation with the clinical coordinator.
    a. Make up time should be at least 30 minutes at a time. (i.e., not 15 minutes sporadically)

10.17 *Tipping*

Accepting tips or any form of gratuity from a patient, member of a patient's family, and/or staff member is prohibited.

10.18 *IR Markers*

At least one (1) set of initialed right and left lead markers is required and purchased by the student; the purchase of two (2) sets is strongly encouraged. In addition to student initials, the markers must also contain the assigned class letter. The markers cannot be loaned to others. If markers are lost, the student is responsible for replacing the markers. If a lead marker is lost or missing, the student must not go to their clinical rotation.

10.19 *Supervision*

Appropriate supervision of students enrolled in the RADT Program is necessary for patient safety and appropriate educational practices. Depending on student skill level and performance, the supervision is either direct or indirect.

Program Supervision Policy

Student performance of patient exams and/or procedures must be under direct supervision of a qualified radiographer until a student demonstrates competence, and then supervision can be indirect. Radiographer supervision of students is clearly defined by the JRCERT as:

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

- **Indirect Supervision**: student supervision provided by a qualified radiographer who is immediately available to assist students regardless of the level of student achievement. The radiographer does not have to be physically in the room with the student, unless requested by the student.

In accordance with applicable JRCERT standards:

- 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.
- Students must be directly supervised during surgical and all mobile procedures, including mobile fluoroscopy procedures regardless of the level of competency.

This policy is in effect the entire time the student is enrolled. Students must acknowledge receipt and adhere to the Program Supervision Policy at all times. Students must refuse to perform any examination if the appropriate level of supervision is not provided. If the student does not abide by this policy, they will be subject to suspension or dismissal from the program.

10.20 *Confidentiality/HIPAA/ Occupational Safety and Health Administration (OSHA)*

HCC adheres to the federal HIPAA and OSHA regulations.

• HIPAA - The right to privacy of students, faculty, staff, patients, and their families should always be maintained by those associated with the RADT Program. It is the student's responsibility to keep confidential all patient and facility information. Any patient or related facility information should be accessed by students only if they are directly involved with the patient's care. Patient information should never be discussed in public areas with anyone, even those involved with patient care. If training materials or images are obtained by a student, all patient information must be removed or masked. Failure to adhere to HIPAA policy may lead to immediate dismissal from the program.

• OSHA - Students must understand OSHA regulations and should discuss any observed irregularities with the clinical coordinator or program chair as appropriate.

10.21 *Clinical Site Requirements:*

Some clinical rotations require additional requirements for clearance. Clinical rotations specific requirements are as follows:

1. Charter Radiology – CRC, CRR, CRV – no specific requirement needed.
2. Grace Medical Center – GMC – Submit required forms and obtain hospital ID badge.
3. Johns Hopkins Sites– HCMC, JHB, JHI – Exhibit B & C form signed, JHB requires a parking pass request form as well
4. Howard University Hospital – HUH – no specific requirement needed
5. Patient First- PFC, PFO, PFOM – application is submitted online, and an interview is conducted by a Patient First representative prior to starting clinical rotation.
6. University of Maryland – BHC, CAP, LMC – submit student confidentiality and badge request forms, complete online training and obtain hospital ID badge prior to start of clinical rotation.
7. University of Maryland – BWMC – submit student confidentiality and parking pass request forms, complete online training and obtain hospital ID badge.
8. University of Maryland– UMROI –complete online orientation prior to the first week of clinical rotation and obtain hospital ID badge.
9. Washington DC VA Medical Center – VADC – no specific requirement needed.

11 Radiation Protection Policy and Procedure

11.1 *General Radiation Protection Policy and Procedure*

The RADT Program is committed to maintaining radiation exposure levels to As Low As Reasonably Achievable (ALARA), while still allowing each student to obtain all required clinical and didactic competencies. Students must not hold image receptors or patients during any radiographic procedure.

11.2 *Personal Monitoring Badges*

The purpose of personal monitoring is to ensure that a student's exposure level is kept below the annual effective dose limit. Data from personal monitoring can also provide work habits and working conditions. Students are given a radiation monitoring badge, free of charge, to document their radiation exposure data during energized laboratories and clinical rotations.

The Program follows a strict use of personal monitoring badges to promote safe radiation working habits by individuals and document radiation accidents. Hence:

1. Students without radiation monitors will not be allowed in any clinical setting and energized skills labs.
2. Badge should be worn at a collar level outside of a lead apron during fluoroscopic procedures or any time a lead apron is worn.
3. Students should notify the program immediately if their radiation monitoring badge is lost.
4. Declared pregnant students will be provided a fetal monitoring badge. It is to be worn at the waist level and under any protective aprons.
5. Radiation exposure reports are given to students individually through personalized links within 30-days of receipt of data. All students must submit documentation via Canvas that they were told how to access and read their reports.

11.3 *Annual Occupational Dose Limits*

Any dose received must not exceed the annual occupational dose equivalent limits established by the Nuclear Regulatory Commission regulations standard 10 CFR subpart C-Occupational Dose Limits 20.1201. The Program has a published protocol that identifies a threshold dose for incidents in which student dose limits are exceeded, see Section 10.5.

Annual Dose Limits

- Whole body
  - 50 mSv (5 rem)/year
- Extremities
  - 500 mSv (50 rem)/year
- Lens of the eye
  - 150 mSv (15 rem) / year
- Fetus
  - 5 mSv (0.5 rem)/gestation
  - 0.45 mSv (0.045 rem) / month

11.4 *Provision for Pregnant Student*

Title IX of the Education Amendments of 1972 is a comprehensive federal law that prohibits discrimination based on sex in any federally funded education program or activity. Hence HCC cannot require a pregnant student to withdraw from classes or program or change her educational plans due to pregnancy.

A student who is pregnant or suspects that she might be pregnant has the option of disclosing the pregnancy to the Program Director. If the student chooses to inform the Program Director, she must do so in writing and bring in a doctor's note that states the expected date of delivery. The Program Director must complete a pregnancy consultation sheet with the student. A copy of the Pregnancy Consultation form is located in the back of this Handbook (pg. B*).

If the declared pregnant student continues in the program, she will be provided with a second radiation monitor for the fetus. At any time, the student can withdraw her declaration of pregnancy and the original whole body effective annual dose limit for non-pregnant student will be applicable. If, however, the student wants to withdraw from the program, she MUST do so in writing by completing the Withdrawal Form located in the back of this Handbook (pg. C*).

Note: Performance expectations of a declared pregnant student remain unchanged. A student may not decline to perform patient exams. All program requirements, didactic and clinical, must be met.

11.5 *Exceeding Dose Limits*

Radiation dose more than the annual dose limit is very rare in Diagnostic Radiology. Students are encouraged and supervised to follow the cardinal principles of radiation protection and achieve the ALARA-principle.

If a dose limit is exceeded:

- The person involved is notified.
- The incident is documented and signed by the person involved.
- The person involved receives counseling on radiation protection.
- The Program Director, Clinical Coordinator, and Clinical Instructor examine the cause of the exposure and student or faculty clinical work habits.

Depending on the cause, the Program can impose additional requirements, forbid activities, set penalties, and determine if student dismissal from the program is warranted.

12 Infection Control

This policy is consistent with Centers for Disease Control (CDC) Recommendations for Standard Precautions.

12.1 *General Principles*

1. Consider all patients' blood and body fluids as infectious materials.
2. Equipment, instruments, and utensils which come in contact with patient excretions, secretions and body fluids are considered contaminated.
3. Infectious waste includes, but is not limited to, the following:
    a. All dressings
    b. Used soiled pads/diapers
    c. Intravenous tubing/catheters
    d. Used Foleys and drainage bags
    e. All used needles/sharps
    f. Trash, gloves, gowns, masks, etc., from isolation room
    g. Sanitary napkins
    h. Used suction containers and tubing
    i. Chest tubes and other drains and tubes
    j. Specimens
    k. Disposable equipment and supplies once used on a patient
    l. Endotracheal tube, laryngoscope blades, airways

12.2 *Precautions*

All health-care workers should routinely use appropriate barrier precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids of any patient is anticipated. The purpose of personal protective equipment (PPE) is to keep blood and other potentially infectious material from contacting skin, eyes, and mucous membranes. In some cases, adequate protection is provided solely by gloves. In other cases, masks and eye protection will also be needed. In still other situations, gowns, aprons, and head covering may be required.

12.3 *Procedures*

1. Wash hands frequently between all patients and before and after glove use. Gloves should be changed after contact with each patient and immediately if they are torn or punctured.
2. Wear PPE when exposed to any patient's blood and body excretions and/or secretions such as when touching mucous membranes or non-intact skin, handling soiled equipment and venipuncture. Other examples include:

a. Collecting specimens.
b. Cleaning up fecal/urinary incontinence or handling linen and soiled garments.
c. Bathing a patient.
d. Mouth care and eye care.
e. Removing soiled bed linens.
f. Beginning/discontinuing/intravenous and intraosseous therapies.
g. Administering parenteral injections.
h. Emptying Foleys, bedpans, urinals, emesis basins, NG drainage and wound drainage, sitz baths.
i. Changing dressings, perineal pads, and diapers.
j. Cleaning any surface, the patient has contact with, spills of blood or body fluids.
k. Handling tissues or clothing contaminated with tears or perspiration.
l. Performing suctioning or intubation.

3. Place disposable syringes and needles, scalpel blades, and other sharp items into designated, puncture-resistant containers. Do not recap, bend or break off needles.
4. Place all infectious waste not suitable for disposal in "sharps" container into red (biohazard) plastic bags.
5. Wear gowns if splashing or soiling by blood and body fluids is likely. After exposure, remove protective clothing in proper doffing method to avoid contaminating self. Place in the assigned area or container.
6. Wear other protective covering (e.g., masks, goggles, face shields, etc.) as indicated by situations such as newborns, infectious patients, during invasive procedures, or when splashing is likely. Wash after removing protective equipment and as soon as possible after blood contact with skin, eyes, or mucous membranes.
7. Individuals with exudative lesions or exposed skin surfaces should refrain from direct patient care and from handling patient-care equipment. Small cuts and scrapes should be covered with an occlusive adhesive dressing or bandage and monitored closely for integrity during patient care activities. Students with large open wounds (even sutured ones), should have a physician's release prior to attending any clinical experience.

12.4 *Infection Control During Cardiopulmonary Resuscitation (CPR)*

New guidelines by the American Heart Association (AHA) recommend that the three steps of CPR be rearranged. The new guidelines apply to adults, children, and infants, but exclude newborns. The old way was A-B-C -- for airway, breathing and compressions; the new way is C-A-B -- for compressions, airway, and breathing.

Since students must work under direct or indirect supervision; the technologist should take over CPR by the time they get to the second step - establishing the airway. However, if the student is still performing CPR, they must use available resuscitation bags and ventilation devices or mouthpieces for mouth-to-mouth.

12.5 *Exposure Incident*

A significant exposure is defined as:

- A needle stick or cut caused by a needle or "sharp" that was actually or potentially contaminated with blood or body fluids.
- A mucous membrane exposure (i.e., splash to the eye or mouth) to blood or body fluids.
- A cutaneous exposure involving large amounts of blood or prolonged contact with blood - especially when the exposed skin was chapped, abraded, or afflicted with dermatitis.

If you are directly exposed, **report it immediately** to the site Clinical Instructor and Department Manager, and the RADT Program Director and Clinical Coordinator. The student must complete the required documentation as outlined in Section 9.9 of this Handbook.

If an accidental exposure occurs, faculty, students, and staff should follow the CDC guidelines for occupational exposure: if needle stick occurs, test for HIV to establish serum negativity first, then retest at 6 weeks, 3 months, 6 months, and 1 year.

You will be directed to your personal physician for any treatment and follow-up required because of any exposure you encounter. HCC and the clinical facility are not responsible for covering the costs of any associated treatments. Students are strongly urged to obtain their own health insurance, see Section 9.1

HOWARD COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

PROGRAM SEXUAL HARASSMENT PROCEDURES

The Radiologic Technology Program is committed to maintaining an equitable and objectionable learning environment. The following behaviors are, therefore, prohibited:

1. Behavior that is sexual or fraternizing in nature.
2. Behavior that interferes with the student's performance.
3. Behavior that creates an intimidating, hostile or offensive learning/working environment.

Sexual Harassment Procedure

1. The student is to report to the Clinical Instructor and the Program Chair any occurrence that they considered to be harassment of a sexual nature.
2. The Clinical Instructor or Supervisor will notify the appropriate personnel at the clinical education site of the accusation if the accused is an employee. The hospital's policy on sexual harassment will then be followed.
3. The Clinical Instructor will notify the Program Chair if the accusation is against a student in the Radiography Program. At which time, the Sexual Harassment Policy, stated in the HCC Student Handbook will be followed.

I, _____, have read and understand the above policy and procedures for what qualifies as sexual harassment and what steps will be taken should a complaint be filed.

_____ _____

Student Signature *Date*

_____ _____

RADT Faculty Signature *Date*

Revised on September 9, 2024

HOWARD COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

PREGNANCY COUNSELING SHEET

The purpose of this document is to state that the student named below has met with the Radiologic Technology Program Director, or designee, in regard to her declaration of pregnancy and the school's policy regarding student pregnancy.

The following topics were discussed:

1. Declaration of pregnancy is voluntary.
2. The student can withdraw declaration of pregnancy at any time.
3. During the entire gestation period, the dose equivalent limit is 5 mSv (0.5 rem)/gestation or 0.45 mSv (0.045 rem) / month.
4. The principles of radiation protection including time, distance, and shielding must be applied to limit the fetal dose.
5. The student is expected to continue in the clinical and classroom environment. Competencies, objectives, and attendance policies remain in effect.
6. Absences may be made up according to the Program's make-up policy
7. The student has the option of withdrawing from the program and re-entering the following year, depending on seat availability.
8. The program will inform the supervisor of a clinical site where the student is rotating to ensure the privacy of the student is maintained as well as necessary radiation protection is applied.

I, _____, have discussed the above topics with the Radiologic Technology Program Chair and fully understand these as stated.

____ I plan to continue with the Radiologic Technology program during my pregnancy.
My approximate conception date was_____

____ I do not wish to continue with the Radiologic Technology Program at this time.

_____ _____
Student Signature *Date*

_____ _____
Program Director Signature *Date*

Revised on September 9, 2024

HOWARD COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

CONSULTATION SHEET FOR WITHDRAWING DECLARATION OF PREGNANCY

The purpose of this document is to state that the student named below has met with the Radiologic Technology Program Chair in regard to her withdrawing declaration of pregnancy.

The following topics were discussed:

1. Immediately turn in the dosimeter that was used for fetal monitoring.
2. The student has chosen to continue in the clinical and classroom environment. Competencies, objectives, and attendance policies remain in effect.
3. Absences may be made up according to the Program's make-up policy.
4. The student has the option of withdrawing from the program and re-entering the following year, depending on space and availability.

I, _____, have discussed the above topics with the Radiologic Technology Program Chair and fully understand these as stated.

___ I plan to continue with the Radiologic Technology Program.
___ I do not wish to continue with the Radiologic Technology Program at this time.

_____ _____
Student Signature *Date*

_____ _____
Program Chair Signature *Date*

Revised on September 9, 2024

HOWARD COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

EXPOSURE CONTROL PLAN- BLOODBORNE PATHOGEN

1. Distribution of Infection Control Policy to all nursing and allied health students, faculty, and staff.
2. Explanation of causes, symptoms, and methods of transmission of pathogens, particularly bloodborne pathogens.
3. Explanation of methods that will prevent or reduce exposure to blood borne pathogens including work practices, and personal protective equipment.
4. Description of types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.
5. Explanation of reasons for selection of personal protective equipment.
6. Description of actions to take in the event of an exposure to potentially infectious materials including method of reporting the incident, medical follow-up, post-exposure evaluation and follow-up. Follow CDC guidelines; www.cdc.gov/
7. Description of signs and labels and/or color-coding used to identify hazards.

I verify that I have received training/education in all aspects of the Exposure Control Plan.

_____ _____

Student Signature *Date*

SIGN AND RETURN THIS FORM TO THE DIRECTOR BY THE END OF THE FIRST WEEK OF THE SEMESTER.

HOWARD COMMUNITY COLLEGE
HIPAA Compliance/Confidentiality Standards

By signing this form, you are verifying that you have received training in the Basics of HIPAA Compliance and agree to adhere to HIPAA Compliance/Confidentiality Standards at all times while enrolled in the Radiologic Technology Program.

Student Name (Print): _____

Student Signature: _____ *Date:* _____

Received by: _____ *Date:* _____

Revised on September 9, 2024

HOWARD COMMUNITY COLLEGE
Magnetic Resonance Imaging (MRI) Safety Screening

Student Name (first middle last): _____ Gender: _____

Answer YES or NO to each of the following questions and circle the type of implant you may have:

_____ Have you ever had an MRI examination before and had a problem?
_____ Have you ever had a surgical operation or procedure of any kind? If yes, indicate the type of surgery: _____
_____ Do you have any type of electronic, mechanical, or magnetic implant. If yes, circle the type of implant: Cardiac Pacemaker, Cardiac Defibrillator, Aneurysm Clip, Neuro-Stimulator, Cochlear Implant, Implanted Drug Pump, any type of Coil, Surgical Mesh, Filter, Valve, or Stent, Penile Implant, Diaphragm, IUD, any Type of Surgical Clip, Artificial Limb or Joint, Other (specify): _____
_____ Have you ever been injured by a metal object or foreign body (e.g., bullet, BB shrapnel)?
_____ Have you ever had an injury from a metal object in your eye (metal slivers, metal shavings, other metal object)?
_____ Are you pregnant (if applicable)?

If you answered YES to any of the above questions, you MUST meet with the Program Chair for more information to make sure that it is safe for you to enter into a strong magnet MRI work area.

Moreover, you should remove any of the following before entering the MRI work area: hearing aid, medication patch, body piercing, all jewelry, hair pins, bobby pins, barrettes, clips, etc., watch, cell phone, credit and bank cards, and all other cards with a magnetic strip.

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

Signature of Student: _____ *Date:* _____

For the Program Faculty/Director:

I, ___Assefa Fisseha___, have reviewed the above information. From the answers, this student can/cannot (circle one) be allowed to rotate to any MRI clinical or visit an MRI suite.

Program Director's Signature: _____ *Date:* _____

Revised on September 9, 2024

HOWARD COMMUNITY COLLEGE
Magnetic Resonance Imaging (MRI) Safety Policy:

Students enrolled in the Radiologic Technology Program are required to have awareness of safe and responsible practices in Magnetic Resonance Imaging (MRI) and practice accordingly.

The student is required to read the *ACR Guidance Document on MR Safe Practices: 2013* (http://onlinelibrary.wiley.com/doi/10.1002/jmri.24011/pdf) prior to their initial clinical assignment. The guidelines provided through this URL were established by the American College of Radiology (ACR) http://www.acr.org/ and are intended to promote the safe and responsible clinical practices in Magnetic Resonance Imaging (MRI).

In addition, the student must practice according to any applicable policies and follow screening procedures at each clinical site before entering the MRI area.

Students must also complete a **Magnetic Resonance Imaging (MRI) Safety Screening Form** and submit to the Clinical Coordinator and Program Director **prior to participating in any clinical rotation.**

Students must also resubmit a Magnetic Resonance Imaging (MRI) Safety Screening Form to the Clinical Coordinator and Program Director if their MRI screening status changes.

I acknowledge receipt of the Magnetic Resonance Imaging (MRI) Safety Policy. I have read and understand the contents of this policy and had the opportunity to ask questions regarding MRI safety information.

Signature of Student: _____ *Date* _____

Faculty Signature: _____ *Date* _____

HOWARD COMMUNITY COLLEGE
Radiation Protection Policy and Procedure

By signing this form, you are verifying that you have received and understand the **Radiation Protection Policy and Procedure** (Section 10 of the Program Student Handbook) and agree to always adhere to the policy and procedures while enrolled in the Radiologic Technology Program.

Student Name (Print): _____

Student Signature: _____ *Date:* _____

Received by: _____ *Date:* _____

Revised on September 9, 2024

HOWARD COMMUNITY COLLEGE
Program Supervision Policy

Appropriate supervision of students enrolled in the radiologic technology program is necessary for patient safety and appropriate educational practices.

Program Supervision Policy
Student performance of patient exams and/or procedures must be under direct supervision of a qualified radiographer until a student demonstrates competence, and then supervision can be indirect. Radiographer supervision of students is clearly defined by the Joint Review Committee on Education in Radiologic Technology (JRCERT):

Direct Supervision shall mean student supervision by a qualified radiographer who:

- reviews the procedure in relation to the student's achievement,
- evaluates the condition of the patient in relation to the student's knowledge,
- is physically present during the conduct of the procedure, and
- reviews and approves the procedure and/or image.

Indirect Supervision is student supervision provided by a qualified radiographer who is immediately available to assist students regardless of the level of student achievement.

In accordance with applicable JRCERT standards:

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

This policy is in effect the entire time the student is enrolled. Students must acknowledge receipt and adhere to the Program Supervision Policy at all times. Students must refuse to perform any examination if the appropriate level of supervision is not provided. If the student does not abide by this policy, he/she is subject to suspension, or dismissal from the program.

By signing this form, you are verifying that you have received and understand the **Program Supervision Policy** and agree to adhere to the policy at all times while enrolled in the Radiologic Technology Program. Your signature represents understanding it is your responsibility to perform examinations with the appropriate level of supervision as outlined in this policy.

Student Name (Print): _____

*Student Signature:*_____ *Date:*_____

Revised on September 9, 2024

HOWARD COMMUNITY COLLEGE

Radiologic Technology Uniform Policy

By signing this form, you are verifying that you have received and agree to adhere to the Program Uniform Policy at all times while enrolled in the Radiologic Technology Program. The uniform requirements are as follows:

For clinical practice, procedures class and skills labs, students MUST wear the approved HCC RADT uniform. Students must order uniforms through the HCC bookstore. The following is information about the specifications of the uniform:

- Navy Blue V-neck scrub top embroidered with HCC logo, brand: Landau
- Navy Blue Pant, brand: Landau
- Navy Blue Scrub Jacket (optional)
- White short-sleeve crew neck shirt
- White long sleeve crew neck shirt (optional)
- White or black socks
- White or black tennis shoes (reinforced toe, no soft material)
- Current HCC Student ID
- Site ID badges, if issued
- Radiation badge
- Assigned R/L lead markers
- Clinical Binder
- Health Clearance and N-95 Fit Testing Cards
- Technique book (spiral notebook)

All the above uniform items are required. If a student lacks one of the above, they will be dismissed for the day. The uniform must be clean and ironed. If any portion of the uniform is unserviceable (i.e., wear/tear, dingy, etc.) the student must replace the item promptly, else the student will be dismissed for the day. Any dismissal due to uniform issues will be counted as an absence, regardless of the reason or time of day.

Students must maintain a "professional and well-groomed appearance and **good personal and oral hygiene**." Infection control must be maintained regarding hair, beards and mustaches, which must remain in compliance with the assigned clinical site's policies. If hair is longer than shoulder-length, it must be pinned in a neat fashion above the shoulders. No hats, scarves, bandanas, etc. are permitted to be worn at clinical sites, except for approved religious reasons. Nail-polish and artificial nails **ARE NOT** permitted at a clinical site. Fingernails must be clean and kept short. Perfume/cologne should be used in moderation to maintain professionalism. If there is a complaint about perfume/cologne usage, the student must immediately refrain from its use during clinical rotations. Visible body piercings and tattoos are not permitted, except for two small piercings per ear in the *lower* earlobe. Dangling jewelry can be accidentally or purposefully pulled by patients or caught in machinery and thus should not be worn to clinical sites.

All students need to be willing to adapt to each clinical site's uniform policy. Some sites will require different PPE or scrubs (provided by site) to be worn depending on location - i.e. when in the OR. Student non-compliance with site and college uniform policies and expectations may lead to dismissal from the program.

Student Name (Print): _____

Student Signature: _____ *Date:* _____

Revised on September 9, 2024

HOWARD COMMUNITY COLLEGE
Photo Consent Form

There will be occasions when Howard Community College (HCC) photographers may come into our classroom or Skills Laboratory to take pictures for the program and college. This document gives permission to HCC and its representatives to photograph you at any time throughout the program and use the photos in publications (catalog, class schedules, brochures, etc.), multi-media displays (slide shows, photo collages, etc.) and other promotional projects.

Student Name (Print): _____

Student Signature: _____ *Date:* _____

For Office Use Only:

Date of Photograph: _____

Location: _____

Class or Activity: _____

_____

_____

_____

Photographer: _____

Revised on August 2, 2025

HCC RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK RECEIPT

This Student Handbook is a student's guide for the Radiologic Technology (RADT) Program at Howard Community College (HCC). Policies and procedures for the RADT Program are included in this handbook. It is the responsibility of each student to read and understand the contents of the handbook. After reading the handbook, each student is required to sign and return the receipt on the last page to indicate that the handbook has been received.

Please initial below:

_____ I have read, agree to, and will comply with the contents and policies of the RADT Student Handbook and program. Additionally, I agree with and will comply with the course requirements as listed in the specific RADT Course Syllabi.

BY SIGNING THIS HANDBOOK, I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS AND ALL INFORMATION IN THE RADIOLOGIC TECHNOLOGY HANDBOOK.

Student Name (Printed): _____ *Date:* _____

Student's Signature: _____ *Date:* _____

Received by: _____ *Date:* _____

SIGN AND RETURN THIS FORM TO THE PROGRAM DIRECTOR OR CLINICAL COORDINATOR ONE WEEK FOLLOWING RECEIPT.

NON-ACADEMIC CLINICAL COMPLAINT FORM

Student Name: _____ Date: _____

Clinical Site: _____ Site Clinical Preceptor: _____

Clinical Coordinator: _____

Description of Complaint:

Student Requested Resolution:

Student Signature: _____Date:_____

Clinical Coordinator Resolution:

Clinical Coordinator Signature: _____ Date: _____

Program Director Resolution:

Program Director Signature: _____ Date: _____

Dean of Health and Sciences Resolution:

Dean Signature: _____ Date: _____