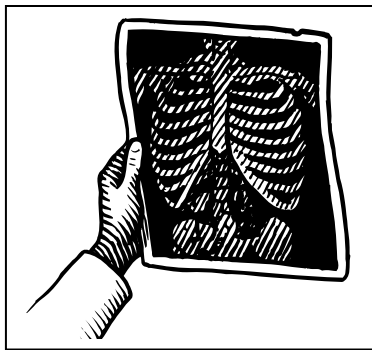




RADIOLOGIC TECHNOLOGY PROGRAM

STUDENT HANDBOOK



MONTGOMERY COLLEGE

TAKOMA PARK/SILVER SPRING CAMPUS

**Health Science Building
7977 Georgia Ave
Silver Spring, Md. 20910
Room 423, 424 and 430**

Student Name _____

Class of _____

FALL 2008

Dear Prospective Student or Incoming RT student:

We are pleased you are considering becoming a member of the Radiologic Technology Program at the Takoma Park/Silver Spring Campus of Montgomery College. If you have recently been accepted into the program, congratulations and welcome. We are proud of the program and of the achievements of its graduates.

As a new radiology student (or if you are considering applying to the program) we hope to assist you in becoming a highly competent radiographer. We use the term "assist" to help you understand that you are the individual responsible for successfully completing the two-year program as well as passing the American Registry of Radiologic Technology Examination which, when passed, qualifies you to practice as a registered radiographer.

This Handbook has been written to provide you with guidelines for the Program since it will probably be a very different learning experience than any that you have previously encountered. Curriculum, policies, and guidelines for professional as well as academic behavior specific to this Program are available for your reference. It is your responsibility to review this Handbook regularly and be knowledgeable of its contents.

As such, this Handbook is not intended to replace a Policies and Procedures Manual, the Student Code of Conduct, the College Catalog, or other official College documents. It is a supplement to those documents. All students of the Radiologic Technology Program, as well as other Montgomery College students are subject to the rules and regulations in the current College Catalog, the Montgomery College Student Handbook, the Student Code of Conduct, and the College Policy and Procedures Manual.

This health care career program is one which takes much time and dedication. Realizing this, we would like to wish you all success as you make a commitment to yourselves and this course of study for the next two years. Let us also offer our assistance in helping you make these upcoming years fulfilling ones.

With best wishes,

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The Radiologic Technology Faculty reserve the right to modify course content and evaluation procedures as deemed necessary. They also reserve the right to modify contents of this Student Handbook as necessary.

MONTGOMERY COLLEGE
 Takoma Park/Silver Spring Campus
 RADIOLOGIC TECHNOLOGY STUDENT HANDBOOK
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MONTGOMERY COLLEGE ADMINISTRATION
AND
CLINICAL FACILITIES

MONTGOMERY COLLEGE
Takoma Park/Silver Spring Campus
Radiologic Technology

Administrative Structure

President.....Dr. Brian Johnson
Provost.....Dr. Brad Stewart
Instructional Dean.....Ms. Angie Pickwick,M.S.

FACULTY AND FACILITIES DIRECTORY

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Counselors
Student Services Pavilion
240.567.1480

Montgomery College
Takoma Park/Silver Spring Campus
7600 Takoma Avenue
Takoma Park, Maryland 20912
240.557.1300
Web sites:

www.montgomerycollege.edu/rt
www.montgomerycollege.edu

The Radiologic Technology program has an Advisory Committee comprised of medical professionals in the field of Radiology and other health fields as well as professionals from the community at large. In addition, one student is chosen by the faculty as the student representative of this committee. This culturally diverse committee is active in its support of the program and meets yearly.

CLINICAL EDUCATION SETTINGS

Setting Name

Virginia Hospital Center
1701 N. George Mason Blvd.
Arlington, VA 22205

George Washington University Hospital
2300 Eye Street, NW
Washington, DC 20037

Georgetown University Hospital
3800 Reservoir Rd.
Washington DC 20007

Montgomery General Hospital
18101 Prince Phillip Drive
Olney, Maryland 20830

National Institutes of Health:
Building 10, Main Radiology
Rockville Pike
Bethesda, Maryland 20892

Suburban Hospital
8600 Old Georgetown Road
Bethesda, Maryland 20814

National Naval Medical Center
8901 Wisconsin Ave. Building 9
Bethesda, Md. 20889

ANCILLIARY CLINICAL EDUCATION SETTINGS

National Naval Medical Center
8901 Breast Care Center, Building 10
Wisconsin Ave.
Bethesda, Md.

Children's Hospital National Medical Center
111 Michigan Avenue, N.W.
Washington, D.C. 20010

ANCILLIARY CLINICAL EDUCATION SETTINGS CONT

Community Radiology Associates, Inc.
Central Administration
4110 Aspen Hill Road
Rockville, MD 20853

Bethesda - 10215 Fernwood Drive

Germantown - 20528 Germantown Road

Olney - 18111 Prince Philip Drive, T-20

White Oak -11120 New Hampshire Avenue

Frederick – 67 Thomas Johnson

Shady Grove Radiological Consultants, Inc.

Central Administration
19650 Club House Road
Gaithersburg, MD 20878

Shady Grove - 9711 Medical Center Drive

Mission, Goals and Philosophy of the Program

Program Outcomes
Program Evaluation

**Radiologic Technology Program
Mission and Goals
JRCERT Standard One: Mission/Goals**

1.1 Mission Statement:

The mission of the Radiologic Technology Program parallels the mission of Montgomery College. Students who enter and complete the Radiologic Technology program find their lives changed when they graduate with the skills needed to assume employment as a radiographer. Graduates of the program find employment locally as well as nationally, enriching the community by fulfilling the “service to the global community” and the “intellectual development through a commitment to the arts and sciences” aspects of the College’s mission. Students who graduate from the program will be known for their academic and clinical excellence, their communication skills (oral and written), critical thinking skills and their contribution as a member of the health care team.

Goals

Achievement of the Program’s mission is assessed by the degree to which the Program fulfills the goals that have been set:

Goal: Student successful completion of the program will be supported by the program’s educational environment

Goal: Students will demonstrate clinical competency and performance supported by the clinical environment

Goal: Students will demonstrate higher level cognitive, affective and psychomotor skills in the areas of critical thinking/problem solving skills and communication skills

Goal: Graduates will be employable and meet the needs of the community, while maintaining professional growth and development

PROGRAM PHILOSOPHY AND OUTCOMES OF THE PROGRAM

The philosophy and goals of the Program interface with those of Montgomery College itself. They are exhibited by the College in its support of professionalism and academic excellence, by the provision of qualified faculty, a carefully designed academic environment, and in the Program by a wealth of clinical experience.

The College is accredited by the Middle States Association of Colleges and Secondary Schools. The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology, a national peer review group. This organization establishes and assures maintenance of high standards of quality for all accredited radiography programs, including this one at Montgomery College. These standards, Standards for an Accredited Educational Program in Radiologic Sciences, will be provided to enrolled students. Most Montgomery College offerings well exceed the quality described in these standards. Any student who fully meets the standards described should be able to function as a radiographer upon graduation.

Humanistic attitudes are fostered in both the didactic and clinical areas. The faculty believes that humanistic qualities are of key importance in this health-related career. Through the development of interpersonal relationships with patients and fellow professionals, self-awareness and self-actualization may be enhanced.

The faculty constructs behavioral and performance objectives throughout the program to produce

graduates who are highly proficient and competent in the art and science of radiography. They will become knowledgeable in the theoretical foundation of their profession and capable of functioning in a variety of clinical settings which utilize the latest "state-of-the-art" imaging equipment and modalities.

As in any learning experience, the faculty will play the role of facilitator to the student. A competency based program in which didactic and clinical learning are closely correlated will help students develop into professionals who are practiced in the art of problem solving, and capable enough to be confident of advancement in their chosen field. The instructors will guide and direct the students in discovering the role that they must play in actively participating and being responsible for the learning processes in order to become proficient as practicing radiographers.

Finally, the faculty feels that being certified by the American Registry of Radiologic Technologists is the ultimate goal of the graduate. This certification plays a key role in providing opportunities to work in the profession and to contribute to the radiological sciences in the local community as well as nationwide.

Graduates who are knowledgeable in the theoretical foundation of radiography should be able to share their knowledge with fellow radiographers, future students and allied health workers in the local community as well as nationwide. Continuing education will enable these radiographers to assume higher levels of responsibility in their occupation. These factors will enable the radiographer to become a fully qualified member of the health care team.

PROGRAM OUTCOMES

A radiographer is a skilled person qualified by technological education to provide patient care services using various imaging modalities, as directed by physicians qualified to order and/or perform radiologic procedures. Many objectives must be met in order to become competent. At the conclusion of the program, the graduate will be able to:

- A. Apply knowledge of anatomy, positioning and radiographic techniques to accurately demonstrate anatomical structures on a radiograph.
- B. Determine exposure factors to achieve optimum radiographic technique with minimum of radiation to the patient.
- C. Exercise discretion and judgment in the performance of medical imaging procedures.
- D. Provide patient care essential to radiographic procedures, recognizing emergency patient conditions and, if necessary, initiating lifesaving first aid.
- E. Communicate and interact effectively with patients and other professionals.
- F. Apply knowledge of principles of radiation protection for the patient, self and others.
- G. Demonstrate expected ethical and professional behavior.
- H. Examine radiographs for the purpose of evaluating technique, positioning, and other pertinent technical qualities.
- I. Utilize physical strengths and capabilities by assisting and lifting patients onto and from radiographic tables, by carrying various accessory equipment, and by manipulating radiographic equipment.
- J. Recognize the need for and enjoyment of further professional education.

ASSESSMENT TOOLS

The Radiologic Technology program uses a variety of assessment tools to quantify and assure that the program outcomes and program goals are met. Among these tools are tests, research paper assignments, competencies, evaluations and rubrics. In addition to an assessment plan that tracks and benchmarks the program's goals, the each assessment tool is given a percentage that is part of the overall course grade.

PROGRAM EVALUATION

Throughout the course of the Program, the students participate in evaluating the Radiologic Technology courses in the curriculum. Upon graduation, the graduates will participate in exit questionnaires and then be mailed a survey for self-evaluation which reflects the program's effectiveness. It is very important for the alumni to be a part of this follow-up process and they will be encouraged to participate in it. The prospective employers in the areas hospitals, offices, clinics, and other institutions will also be asked to complete a survey to measure the quality of performance of the entry-level radiographers graduated from the program. Results of these instruments will be used to enhance the curriculum and Program.

ADMISSION POLICIES

ENROLLMENT STATUS

FEE AND EXPENSES

ADMISSION POLICY

Please note that the Radiologic Technology faculty and staff do not process or view any applications. All applications and admission procedures are processed by the Takoma Park/ Silver Spring Admission Department. The Radiologic Technology faculty and staff can advise students but do not recommend any candidate. There is no interview process and recommendations (personal or professional) are not used as part of the acceptance process. There is no wait list. If a student does not get accepted into the program, they must reapply for the next year's class.

The program begins classes during the third week of May. Deadline for consideration into the program is March 1 and accepted students are notified in late March or early April.

Students who are interested in entering the Radiologic Technology program should

- Contact the administrative assistant for the Radiology Technology program and request an information packet
- Attend one of the monthly information sessions within the year they plan to apply
- Enroll as a Montgomery College student
- Complete a health science application and submit it before March 1 of the year the student is applying for the summer session (for example a student must submit a Health Science application by March 1 2009 if they would like to be considered for the Summer 2009 semester)

Prerequisites and Priority Consideration for the acceptance into the program

All interested students must be eligible to take (or have taken) college level English (EN 101 at this institution), college level Math (MA 115 at the TP campus, 110 on the other campuses) and BIO 107. Students must have a 2.5 GPA.

High school students who have received a 550 or higher in Math and English are placed at college level math and English. A score of 3 or higher in AP tests for biology will satisfy some biology credits. Please contact the biology department for more information. First time students will be required to take English and Math assessment tests if not transferring College credit in from another College. (See the Criteria for Health Science Programs Curricula in the College Catalog.)

For applicants to receive priority consideration (first tier) they must have completed BI 204, BI 205, EN 101, and HI 125 (medical terminology) by the Fall semester preceding the year they wish to apply. For example if a student wishes to receive first tier priority consideration for the Summer 2009 class, they must have completed all the above referenced general education classes by the end of the Fall 2008 semester.

Students should be aware that if they have taken Biology 204 or 205 more than five years ago, they may be required to retake these classes before they are given consideration for these classes as a priority candidate. Please contact a counselor to ascertain if they need to retake these classes.

Students are accepted based on the classes they have taken and their GPA. If a student has three out of the four priority classes taken, they will be placed on a second tier of candidates, two out of four placed in the third tier etc.

Even though you may have been admitted to the Radiologic Technology, should you need to review the Admissions Policy for the Program and other Health Science Programs, please refer to the current College Catalog.

Any questions regarding this area should be addressed to the Admissions Office on the Takoma Park/Silver Spring Campus. Should you know other interested students in the Program, they may obtain Admission applications from the Admissions Office. The application should be filed by April 1 in advance of the desired Fall start date. Early submission of the application and supporting data insures sufficient time for the applicant to receive preregistration counseling and academic advising.

ENROLLMENT STATUS

Students with previously demonstrated competence in College level courses or students with satisfactory scores on Math and English Assessments and have taken a four hour college biology course may be able to complete the curriculum as listed as a Full-Time student. Other students with less satisfactory performance or students who place below level in the college placement tests may be advised to take more than two years to complete the program, perhaps on a Part-Time (9 credits or less) basis.

In either case, all RT courses need to be taken concurrently and in sequential order as described in the catalog. Successful completion of all courses in each semester is required before a student can progress to the next semester. There are no exceptions to this policy.

FEES AND EXPENSES

Tuition charges are based on the student's residence status as of the first day of classes for any semester. The program has been designated as statewide or regional. Please reference the latest Schedule of Classes for current tuition information.

Fees related to registration, tuition and other charges are payable in full immediately upon completion of registration, unless prior arrangements have been made with the student financial aid offices. Additional information regarding financial obligation, payment plans and policies can be found in the College Catalog and Schedule of Classes. As of the Fall 2006, a manpower shortage grant will allow those students enrolled in the Radiologic Technology program who reside in Maryland but outside of Montgomery College to receive in-county tuition rates. Please contact the Program Coordinator for more information.

Radiologic Technology Curriculum

Radiologic Technology Curriculum

General Education Classes

<u>Course</u>	<u>Credit Hrs.</u>
BI 204 Human Anatomy and Physiology I	4
BI 205 Human Anatomy and Physiology I	4
EN 101 Techniques of Reading and Writing	3
HI 125 Medical Terminology I	2
Math foundation++	3
CA 120 Computer Applications	3
PY 102 General Psychology	3
EN 102 Techniques of Reading and Writing or 109 Technical Writing	3
Speech Foundation	<u>3</u>
	28

Radiology Courses (Sequence effective summer 2008)

Summer

RT 119	Clinical Radiology I	3
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First Semester

RT 101	Radiologic Technology I	4
RT 111	Radiographic Positioning I	3
RT 120	Clinical Radiology II	3

Second Semester

RT 102	Radiologic Technology II	4
RT 112	Radiographic Positioning II	2
RT 124	Clinical Radiology III	3

Summer Session

RT 125	Clinical Radiology IV	4
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Third Semester

RT 206	Radiologic Technology III	3
RT 211	Radiographic Positioning III	2
RT 224	Clinical Radiology V	3

Fourth Semester

RT 207	Radiologic Technology IV	3
RT 225	Clinical Radiology VI	3
RT 240	Radiologic Technology V	2

RESOURCES

II. RESOURCES

CAMPUS LAB

Rooms 423, 424 and 430 in the Health Science Building are dedicated radiology classrooms (423-lecture and 424,430 practice labs.)In room 424, under the guidance of qualified faculty, students practice and simulate radiographic examinations. This lab is equipped with three non-energized x-ray tubes and functional x-ray tables. This equipment allows students to practice positioning each other in the safety of a non-energized unit. Room 430 contains a state of the art computed radiology (filmless) system and a radiofluoroscropy room that is fully functional. Students can practice, under the guidance of qualified faculty, positioning the humanoid (Pixie) which is a full sized phantom with a complete skeletal system, movable joints and thorax and abdominal organs. Students are able to make exposures on Pixie or other phantoms and process the image digitally to be viewed on a computer or burned onto a CD to take home for further review. Specified hours each week are available for students to use the lab in addition to their regularly scheduled class hours. A darkroom with a non functioning processor is available to simulate dark room processing.

Students may sign up with the faculty during these "open" lab hours to practice skills. Students may also be referred by faculty for additional practice time if they are found deficient in a particular skill. Students are encouraged to use the open lab time to practice. Rooms 423 and 424 are equipped with computers and a computer lab is available on the second floor of the Health Science Building.

MEDICAL LEARNING CENTER

This center is located on the second floor of the health science building and is available to all students six days a week. Hours do change with each semester and students are advised of the availability of the center at the beginning of each semester and over the summer courses. The staff is equipped to assist students in the many resources available at the center. In addition to computer and internet resources, the center keeps a library of the current textbooks used by the Radiology program as reference materials. These materials may not be checked out and are to be used in the center only. "Mock registries" with answer key as well as registry review books with accompanying CD's are also available for those students who wish to use these registries in preparation for the ARRT registry.

LEARNING RESOURCE CENTER/READING AND WRITING CENTER

The Medical Learning Center works collaboratively with the learning resource center/reading and writing center. Staff from the reading and writing center make every attempt to assist students in the Medical Learning Center in the Health Science Center. However, tutors and staff are always available in the learning resource center which is located on the first floor of the Learning Resource Building. The Learning Laboratory is located on the lower level of the building and serves students from all disciplines with a focus on reading and writing. Computer programs are also available. The Center staff is eager to assist those students not familiar with the equipment.

MATH-SCIENCE LEARNING CENTER

Student tutors help individual students on a walk-in basis with specific mathematical problems. On request, audio and video materials are supplied for reviewing or acquiring math skills.

The Center also provides reinforcing activities for the physical and biological sciences. In addition, math modules are assigned to students in RT 101 to assess math skills needed to calculate the various formulas used in radiographic physics.

STUDENT DEVELOPMENT COUNSELORS AND ACADEMIC ADVISING

Counseling is an integral part of Montgomery College. The College offers a comprehensive program of student services designed to complement other educational offerings and to assist students with the many choices confronting them as they enter and progress through College.

All counselors and the student support services, located on the first floor of the Student Services Pavilion, are available to assist students with academic information, educational planning (including transfer information), career

planning (including resume writing, the job search, etc.), explanations of College policy, and identification of community resources. Once you are in the Program you will be assigned to the Program Coordinator who will provide academic advising. Documentation of counseling sessions are left to the discretion of the program faculty when situations arise within specific course requirements.

STUDENTS WITH DISABILITIES

The college has many resources available to students with disabilities and students are encouraged to contact the appropriate personnel who might assist them in enhancing their ability to successfully complete a program

For further information on these services, please contact

Disability Support Services

Germantown 240-567-7734

Rockville 240-567-5058

Takoma Park/Silver Spring 240-567-1475/1480

VOCATIONAL SUPPORT SERVICES PROJECT

Assistance in study skills or time management, testing strategies is available in the Health Science Building. Please contact Paula Ottinger (HC 338) at 301-562-5537 or paula.ottinger@montgomerycollege.edu. Ms. Ottinger will conduct a time management workshop for newly enrolled first year students as part of the RT101 lab.

IMPACT TUTORING

Students receive regular, individual tutoring in academic skills. A computer and word processing software are available to students for typing assignments and papers. This service is also located in the Commons.

FINANCIAL ASSISTANCE

See the Office of Student Financial Assistance in the Student Services Building, Takoma Park Campus for applications for scholarships and grants.

Notices of scholarships offered will be posted periodically on the bulletin boards in the Radiologic Technology Classroom.

The following are hospitals that offer scholarship to students who have been accepted into a Radiology program and have been a student in the program for at least one semester.

Suburban Hospital Scholarship

Charmaine Williams 301-896-3830

Montgomery General Hospital Scholarship

Pam Spears 301-774-8777

Check with other local hospitals for special types of assistance, usually through work/study type programs.

TOBACCO FREE POLICY AT MONTGOMERY COLLEGE

On August 1, 2008, Montgomery College implemented a Smoke and Tobacco Free Policy which prohibits smoking or the use of other tobacco products on any of its campuses or other property. Students who smoke or use tobacco products will be considered in violation of the student conduct code and their behavior will be reported to the Dean of Student Development's office for the appropriate disciplinary action including probation, suspension, or dismissal. If you have any questions about this new policy, please contact the Vice President and Provost's Office, the Office of the Dean of Student Development or the Campus Security Office.

GENERAL ACADEMIC POLICIES AND PROCEDURES

CLASSROOM BEHAVIOR

Students are expected to conduct themselves in a manner that is conducive to being an integral part of the learning environment. Monopolizing the classroom with behavior that is destructive such as excessive talking while others are speaking, use of cell phones or the internet (other than when being directed by the instructor), arriving late or leaving early, argumentative approaches in a dialogue and any other behavior that is deemed inappropriate is not acceptable and continued non-compliance to appropriate classroom behavior may lead to the dismissal of the student from the class for the day or dismissal from the program if the behavior is not modified

CLASSROOM ATTENDANCE

The regular College rules on classroom attendance will be in effect for the program. The policy states that a student may not miss more days than the number of days the class meets in one week. For example if a class meets twice a week, a student should not miss more than two days in a semester. The instructor may reduce the grade or issue a failing grade if a student is in non-compliance with this policy is This policy is found in Academic Standards section of the College Catalog. THE STUDENT IS EXPECTED TO READ THE CATALOG.

ACADEMIC DISHONESTY

Copying answers to an examination from another student's paper or from a hidden source is considered to be cheating. Collaborating about information on the examination is also cheating. Using other student's written work without permission is considered cheating and plagiarism. Submitting assignments using references that are not appropriately noted (quotes with author noted) is considered plagiarism. Any type of cheating is serious and detrimental to the student. Therefore, any student who is found cheating will be subject to the process as described in the Student Code of Conduct located in the Montgomery College's student handbook which can be accessed on the web page. (www.montgomerycollege.edu)

CHANGE OF ADDRESS

Each student is responsible for providing Montgomery College and the program with information regarding a change in address or phone number. This information is important in case of an emergency during the time the student is a part of the program. This also assists in mailing any correspondence and post graduate survey material to each alumnus.

WITHDRAWAL

A student who wishes to withdraw from the Radiologic Technology Program is recommended to have an exit interview with the Program Coordinator. It is recommended that the student attempt to withdraw from the program on good terms; this may facilitate readmission at a later time. If a student wishes to withdraw from a specific course, the student must abide by the dates given in the class schedule for that particular semester printed in the Schedule of Classes.

ACCIDENT POLICY ON CAMPUS

Should an accident happen on campus, students will be attended to by the Security Staff who have EMT training. An ambulance will be call if necessary for transport to an emergency facility.

College policy permits only Security personnel to administer first aid.

STUDENT CODE OF CONDUCT

Please refer to the Student Code of Conduct located in the Montgomery College Student handbook which is accessible on the Montgomery college website (www.montgomerycollege.edu). Those related to Clinical Courses will be covered in the individual clinical syllabi.

TRANSPORTATION AND PARKING

Radiologic Technology students will be responsible for providing their own transportation to all facilities used for their educational experiences, including clinical affiliates. The students will be expected to rotate through two major clinical sites, Children's Hospital, and an office site. Some sites require paid parking. There also may be times that students are required to come to the College in addition to regularly scheduled classes.

Parking is provided at Montgomery College in the Parking Garage. Upon admission to the College, a parking permit must be obtained and displayed on the rear bumper of the student's car. This permits the student to use the parking facilities. Some street parking is available and the student is urged to check posted signs for street parking. Any violations will be the responsibility of the student.

At the clinical affiliates, the parking facilities and regulations will vary. The student is responsible for becoming familiar with the individual institution's guidelines while in the institution on the first clinical day.

Public transportation is available for commuting to the institutions involved with the program.

INCLEMENT WEATHER

If Montgomery College closes due to snow or ice, an announcement will be made as early as possible on the radio stations in the metro area*. If an announcement concerning closing is not made before a student must leave for the College or their clinical affiliate, then the student must use good judgment in making a decision as to whether or not to attend. If the student does not attend when the College is open and operating normally, then the day is an unexcused absence and must be made up. Evening class cancellation will be handled in the same manner. When the College is closed, clinical is also cancelled. If the College closes during the day, students will be dismissed from the College or the clinical areas.

AN ANNOUNCEMENT OF MONTGOMERY COUNTY SCHOOL CLOSING DOES NOT INCLUDE MONTGOMERY College. MONTGOMERY COLLEGE WILL BE ANNOUNCED SEPARATELY ON RADIO, INTERNET (WWW.MONTGOMERYCOLLEGE.EDU) AND TELEVISION STATIONS. YOU MAY ALSO CALL 240-567-5000

**ACADEMIC POLICIES FOR THE RADIOLOGIC
TECHNOLOGY PROGRAM**

ACADEMIC PHILOSOPHY AND SUPPORT

The program is a learning facilitated one and students are responsible for the timely completion of all assignments, keeping current with the reading from texts and preparing for classes. Students are encouraged to form study groups and make use all of the classroom references, spaces and other facilities as needed. Faculty have an open door policy for individual tutoring and are accessible to students before and after classes as well as during faculty office hours. Students may also call or e-mail faculty with questions about content. The Radiologic Technology web page (www.montgomerycollege.edu/rt) posts syllabi for the courses as well as lecture outlines. Links to web pages that support content is also available on this web page. The web page is also used as a source of communication to students regarding assignments. Students should bookmark this site and check it regularly. For those students who do not have internet accessibility, the medical learning center has computers to access this page and students may download and print the outline of the lecture notes. It is the student's responsibility to seek timely assistance in content area that may be challenging them. It is not recommended that students wait until the end of the semester to address challenges that they have struggled with over the semester. The program has many resources to assist the student, including graduates who are willing to tutor or mentor students.

The program's philosophy recognizes the importance of grading as a quantitative method of assessing content knowledge. However, understanding corrections from assessment methods such as tests is more significant. The program does not promote memorization as a method of understanding but challenges students to use higher level learning skills such as analysis, contrast and comparison, self reflection and other critical thinking skills. (See section entitled **critical thinking** on page 27 of this handbook)

PROGRESSION REQUIREMENTS

The curriculum is dependent upon proper sequencing of courses. The general education courses (non-radiography) in the curriculum can be completed prior to or during the semester in which they are listed in the College Catalog. Radiology courses must also be completed in the sequence described in the catalog within seven years from the initial entrance to the College. By accreditation standards, the USDE requires that graduates of programs are counted only if they complete their degrees within 150% of the published length of the Program. It is the responsibility of the student to meet all pre or co-requisites. A student may be denied registration or dropped from a course if pre or co-requisites have not been met. The student is to meet with the Program Coordinator to plan his/her course of study each semester.

If a student does not satisfactorily meet the course objectives and pass the RT courses, he/she will be unable to progress in the curriculum. A radiologic technology course with a clinical component may not be repeated unless with the written approval of the Program Coordinator according to Academic Regulation 9.62,B. If a student does not successfully complete the course he/she will not be able to continue in the Program. A student may only re-enroll in the Radiologic Technology program one additional time after the first unsuccessful completion of one or more RT courses. (see **Readmission/re-enrollment**.)

TEACHING METHODOLOGIES

The didactic component of the program is structured as lecture and a supporting lab for most classes. The lecture format is an interactive one and students are expected to contribute to the learning environment by participating in the class via discussion, small group study, presentations, and other learning oriented exercises. Students may audio tape the lecture. Handouts to supplement content may be supplied. Videos and computer programs are used. Labs are designed to supplement the lecture content and provide a simulated environment of a radiology department. Students are expected to fully participate in labs.

Grading System

Since radiography is a profession in which less than adequate performance may well cause patients to suffer real harm, standards must be maintained which are high enough to insure the effectiveness and competency of our graduates. Accordingly, the Program grading system is somewhat different than that for other Montgomery College courses. The number and letter grading system is as follows:

<u>Number Grade</u>	<u>Letter Grade</u>
93 to 100	A
86 to 92	B
78 to 85	C
Below 78	F

Students must maintain a grade of "C" in all Radiologic Technology courses and maintain an overall grade point average of 2.0 to be considered in good standing in the program and eligible to advance to the next semester.

Students not meeting the above minimum requirements will not be allowed to continue taking any Radiologic Technology courses. Since the courses usually are offered only once a year, students can continue with the general education courses in the curriculum and can apply for readmission and/or re-enrollment into the program the following year, completing satisfactorily the course in which their deficiency occurred.

CRITICAL THINKING

The ability to critically think is essential for the successful completion of the Radiologic Technology program. Critical thinking concepts such as self assessment, evaluation, problem solving, deductive reasoning are but a few strategies employed in the diagnostic imaging environment. Use of these and other critical thinking strategies assist in the application of the book knowledge to the clinical setting. To this end throughout the two years in the program students will be required to complete specific didactic and clinical assignments used to assess critical thinking in the classroom and in the clinical rotations. In addition to critical thinking questions imbedded into each didactic exam, a percentage of the final grade for each class (including the clinical courses) will include the grade(s) from each critical thinking assignment. Students are encouraged to maintain a critical thinking folder to assess their progress in using critical thinking skills.

Additional Support and Resources

The college has student support services in math tutoring, reading and writing tutoring, time management and test taking strategies. Names and contact information is made available to all enrolled Radiology students and they are encouraged to avail themselves of this support to assure success in the program. See page 21 *VOCATIONAL SUPPORT SERVICES PROJECT*

*It is not recommended that students attempt to complete the program and working **full-time**. It has been the experience of the faculty that few people are able to accomplish both **full-time** work and school and be successful in the program.*

ACADEMIC RESTRICTIONS

Students are placed on academic alert, restriction or suspension when their cumulative quality point average falls under a certain GPA according to the number of credits hours attempted. This can be further reviewed in the College Catalog under the Academic Standards section.

Further details of how these restrictions may apply especially to the Radiologic Technology Program include the following:

Students will not be allowed to continue in the program sequence under the following conditions:

1. Any one of the student's Radiologic Technology final course grades falls below a "C".
2. The behavior or conduct, including attendance, of the student with regard to medical ethics is not appropriate for a Health Science professional at the clinical affiliate or Montgomery College. This is

- described in detail in each clinical syllabus.
3. If a student is placed on Academic Restriction, prior to a semester when three (3) Radiologic Technology courses are required.

Classroom Behavior

Students are expected to conduct themselves in a manner that is conducive to being an integral part of the learning environment. Monopolizing the classroom with behavior that is destructive such as excessive talking while others are speaking, use of cell phones or the internet (other than when being directed by the instructor), arriving late or leaving early, argumentative approaches in a dialogue and any other behavior that is deemed inappropriate is not acceptable and continued non-compliance to appropriate classroom behavior may lead to the dismissal of the student from the class for the day or dismissal from the program if the behavior is not modified.

Counseling/Conference Procedure for College and/or Program Policy Noncompliance

1. This three step course of action process* will be utilized for all students who have demonstrated non-compliance in the following areas:

- Code of Conduct infractions
- Policy non-compliance infractions
- Affective behavior infractions
- Other issues/infractions that require counseling with a student

**Please note that there are some Code of Conduct infractions that may result in a student's immediate dismissal from the Program. In addition, if a clinical site asks that a student be removed from their clinical site the student will be unsuccessful in completing the clinical course. Neither of these situations will utilize this three step course of action procedure.*

2. The above noted infractions are cumulative; meaning that each additional infraction that occurs while the student in the Radiologic Technology programs will result in the implementation of the next course of action and its corresponding consequence.

3. The counseling/conference course of action is as follows:

Course of action #1: Student Counseling Form

On the first infraction, the student will be counseled in person by the instructor involved utilizing the **Student Counseling Form**. This form is utilized as a written warning and may not impact the student's grade. The counseling session should provide an opportunity to discuss with the student the nature of the infraction, to remind the student of the Program's strict policy of compliance to policy and procedures and to inform the student of the consequences of continued infractions.

Course of action #2: Formal Student Conference Form (Yellow)

On the second infraction of any type, the student will meet with the Program and/or Clinical Coordinator, and/or the involved instructor utilizing the **Formal Student Conference Form**. This form is utilized as a formal documentation that communicates to the student that the student has not displayed appropriate corrective actions to the prior infraction or Program compliance in general and that the resulting consequence will be a minimum of one letter grade drop for the course. In addition there may be other consequences as deemed appropriate. This Formal Conference will discuss with the student the nature of their continued non-compliance/infractions, and to inform the student that this is their last opportunity to demonstrate compliance to the Program's policies and standards.

Course of action #3: Final Administrative Conference Form

On the third infraction of any type and only after the student has received a Formal Student Conference Form, the student will meet with the Program and/or Clinical Coordinator and/or another designated

individual utilizing a **Final Administrative Form** or a second **Formal Student Conference Form**. At this meeting the Coordinator(s) will decide whether the student will be unsuccessful in the course/Program, will be penalized with additional grade deductions, or other consequences as deemed appropriate.

ACADEMIC DISHONESTY

Copying answers to an examination from another student's paper or from a hidden source is considered to be cheating. Collaborating about information on the examination is also cheating. Using other student's written work without permission is considered cheating and plagiarism. Submitting assignments using references that are not appropriately noted (quotes with author noted) is considered plagiarism. Any type of cheating is serious and detrimental to the student. Therefore, any student who is found cheating will be subject to the process as described in the Student Code of Conduct located in the Montgomery College's student handbook which can be accessed on the web page. (www.montgomerycollege.edu)

CELLULAR TELEPHONE CALLS, AND INTERNET USAGE

Cell phones or pagers should be turned off or put on "vibrate" mode in class and should be used for emergency reasons only. Students who must return a call should do so outside of class. Students are NOT to use the internet for personal use. This includes checking personal e-mails, instant messaging or research other than what pertains to a Radiology assignment

ATTENDANCE

1. The regular College rules on classroom attendance will be in effect for the program. The policy states that a student may not miss more days than the number of days the class meets in one week. For example if a class meets twice a week, a student should not miss more than two days in a semester. The instructor may reduce the grade or issue a failing grade if a student is in non-compliance with this policy is This policy is found in Academic Standards section of the College Catalog. THE STUDENT IS EXPECTED TO READ THE CATALOG.
2. Department Policy: Students are expected to attend all scheduled classes. If a student is ill, or must be absent for other legitimate reasons, the student must notify the instructor within one hour of the scheduled class time. Failure to do so will result in an unexcused absence.

All absences in clinical courses must be called in to both the hospital and the College. All clinical absences(including the observation rotation in RT 121) must be made up; a grade of "F" will be given to a student whose time is not complete by the end of the semester or summer session.

Children are not allowed to attend classes with parents.

3. Unexcused absences:
 - A. Students who do not notify the department within one hour of a scheduled class will be considered “unexcused.”
 - B. If a test was scheduled for the class in which the student was absent, and it is the instructor’s prerogative to determine if the student can make up the examination during finals week. If it an exam is not allowed to be made up the student will receive a grade of zero “0” on the test.
 - C. Unexcused absences will affect the final grade. The effect of unexcused absences on grades will be published in the course syllabi.
 - D. Ski trips, beach trips, vacation or other “personal pleasure” reasons for time off are considered unexcused absences.
4. **Clinical Attendance.** The number of clinical hours published in the College Catalog, under course descriptions, must be completed. All absences in clinical courses must be made up. A grade of “F” will be given to a student whose time has not been completed by the end of the semester or summer session. For more information on clinical attendance please see page 42 of this handbook
5. Long-Term Disability:

If a student should become injured or have emergency surgery which will cause an indefinite periodic absence, this needs to be discussed with the Program Coordinator. Each case will be determined on an individual basis depending on course, time to be missed relative to the semester schedule and the students’ academic past performance and abilities. Decisions will be based on clinical placement availability.

**CONTRACTURALLY REQUIRED
DOCUMENTATION FOR CLINICAL
PLACEMENT**

HEALTH PHYSICALS

Students must understand and be prepared to meet all requirements for participation in the Radiologic Technology Clinical Rotations. These requirements require the passing of an appropriate health examination and tests per CDC guidelines (i.e. (1) Complete Blood Count; (2) Urinalysis; (3) a Complete Hepatitis B Vaccination Series - Series of three or Waiver; (4) Annual TB screening, (5) MMR vaccination(s) or Positive Titer(s); (6) Varicella Vaccination or a Varicella Titer).

CPR REQUIREMENTS/PPD

At the end of the first year, for those students who submitted a PPD test the student must have a new TB (Mantoux) test completed to cover them through the end of the program. Results should be submitted to the Program Coordinator prior to the fall semester. Those students who submitted chest x-ray results DO NOT require another chest x-ray unless exposure to tuberculosis is suspected. CPR renewals generally are good for two years but must be current for the two years the student is registered in the program. If CPR certification is to expire at any time during the two years, students are required to renew the certification prior to expiration Certification through the American Heart Association is recommended and the certification level must be for Basic Life Support (BLS) for Health Care Providers

Drug and Alcohol Screening

Drug Test and alcohol screening tests may be required at the Facility/Clinical Site

CRIMINAL BACKGROUND CHECKS

All enrolled Health Science students must complete a criminal background check. Enrolled students will be advised as to this procedure by the appropriate personnel.

ARRT POLICY ON PREAPPLICATION IN REFERENCE TO CRIMINAL BACKGROUND CHECKS

American Registry Of Radiologic Technologists (ARRT) requires that:

PRE-APPLICATION REVIEW OF ELIGIBILITY FOR CERTIFICATION

*An individual who has been involved in a criminal proceeding or who has been charged with or convicted of a crime may file a request for pre-application review with the ARRT in order to obtain a ruling on the impact of the situation on their eligibility for certification and registration. A charge or conviction of, a plea of guilty to, or a plea of nolo contendere (no contest) to an offense that is classified as a misdemeanor or felony constitutes a conviction for ARRT purposes. This includes situations in which the result is deferred or withheld adjudication, or suspended or withheld sentence. Military court-martials must also be reported. This procedure may enable the individual who has been involved in a criminal proceeding or has a criminal conviction to avoid any delays in processing an Application for Certification that is made at the time of graduation from an approved program. A formal Application for Certification must be made at the time of graduation. **Submission of the pre-application form does not waive the application for certification fee, the application deadline or any of the other application procedures.** If you are within 6 months of your graduation, please do not use this form. Submit the information identified on this form with your Application for Certification found in the ARRT Certification Handbook (available from your program director) and an application for certification fee of \$150 (instead of the pre-application fee of \$75). The pre-application review applies only to crimes specified on the pre-application form and does not apply to any crimes occurring after submission of the pre-application or otherwise not reported on the pre-application form.*

www.arrt.com

July 24, 2007

The above referenced ARRT policy does not prevent a student from applying and being accepted into the Radiologic Technology program although the college cannot guarantee qualification for national certification or licensure.

HEALTH AND ACCIDENT INSURANCE

In the case of accidents or illness which occur during school hours, the following policies will apply. If a student becomes ill or injured while in clinical, he/she should report to the clinical instructor or designate. Follow your affiliate's policy in reporting incidents. If possible, a copy of the report should be sent to the Program Coordinator. The student will be financially responsible for his/her treatment, thus, if the student does not have any insurance coverage, any financial responsibility for treatment will be the student's. A student always has the right to refuse treatment. For individual coverage, It is advisable to contact HMO's and your automobile insurance agent to inquire about health and accident insurance and premiums if you are not covered by spouse or parents.

LIABILITY (MALPRACTICE) INSURANCE

A student is responsible for his/her actions when in contact with patients and others at clinical affiliates. Although the student is covered by liability insurance through Montgomery College, at no cost during clinical hours published in the Schedule of Classes, students are strongly recommended to purchase their own liability insurance. This insurance covers incidents involving litigation resulting from possible negligence in patient care. All accidents that occur while on clinical assignments resulting in patient, hospital personnel or personal injury and/or damage to equipment must be reported immediately to the Clinical Instructor and Program Coordinator. An incident report must be written to document what took place and if possible, a copy should be forwarded to the College.

Students will be given additional information on insurance at orientation and will be available at all times during student's matriculation in the Program.

ADVANCED PLACEMENT
RE-ENTRY/RE-ENROLLMENT INTO PROGRAM
ARRT REMEDIAL COURSES FOR GRADUATES

Advanced Placement For Transfer students

Students who are transferring from another accredited program must provide the college admissions and records department with an official transcript of all the classes they have taken so as to receive potential credit for general education classes. The program coordinator must review the radiology classes previously taken and will require the following for consideration into the program

- The student must meet the minimal requirements to be accepted into the program which includes eligibility to take college level math and English. They must have taken a four credit biology course comparable to BI 107 (this is determined by admissions and records with input from the biology department) and a GPA of 2.5
- A letter of good standing from the program coordinator of the program they are leaving must be provided
- Documentation signed by the program or clinical coordinator indicating the number of clinical hours completed and a list of clinical competencies completed must be provided
- Syllabi for each and every radiology class successfully completed.

Placement is contingent on the following

- Student has the minimal requirements necessary to be accepted into the program
- Student will be able to complete all general education requirements and the remaining radiology courses in the time frame that is in compliance with finishing the program
- The course work in a comparable class(es) from the previous program is consistent in objectives covered with Montgomery College's Radiologic Technology course work in same class(es)
- Clinical hours and competencies are consistent with the program's hours and competencies at the anticipated time of acceptance into program
- The radiology credit hours from previous program will add up cumulatively with the radiology credit hours of the Montgomery College's Radiologic Technology program
- Appropriate scores on review material and/or clinical simulation given by the Montgomery College's Radiologic Technology program
- Availability of a clinical seat in one of the main clinical sites used by the Radiologic Technology program

READMISSION/RE-ENROLLMENT Non Graduate Montgomery College Radiologic Technology Student After a one year break*

**A student whose entire academic work has been interrupted for two or more years must apply for readmission to the program as a first year student.*

Re-acceptance back into the program after a one-year break is based on clinical seat availability. If a student has demonstrated unsafe previous clinical behavior, assessment of the availability of an appropriate clinical site where increased supervision would be required will determine clinical seat availability.

If a student was unsuccessful in one of the RT classes and returns the following year to repeat the class, the following steps are to be taken to ensure a successful re-entry into the program.

Student must notify the program coordinator of their choice to return to the program for the semester that they were unsuccessful in completing. If a student was unsuccessful in completing a non-clinical course they must return for that semester to re-enroll in the course. In addition, they will be required to enroll in the RT clinical course preceding the clinical course for which they have not taken. If a student was unsuccessful in completing an RT clinical course, they must re-enroll in the clinical course preceding the unsuccessful course for remediation (see

Remedial Clinical course, next page)

The student will be asked to meet with the program faculty and will be expected to present a written academic and clinical plan that will promote a successful completion of the program. Guidelines for this plan will be given to the student prior to this meeting and objectives to be addressed will include strategies the student expects to employ to promote success in the program, reflection of behavior or choices that should be avoided, and a brief review of the student code of conduct. The student will be asked to sign this plan and this will serve as a contract of success between the program and the student. Students may also be given a review test to assess their knowledge of curriculum objectives to assure proper replacement into the program

Remedial Clinical Course

The remedial clinical course serves as a refresher tool and is a prerequisite for students returning to the program after a one-year break. Since they have successfully taken this clinical course, the student must audit the course and no grade is given.

Students must, however still fulfill the following objectives during the remedial clinical rotation:

- Complete the required number of competencies as indicated on the syllabus for that clinical course
- Be evaluated by clinical staff and college faculty
- Complete performance objectives
- Complete the number of hours designated for this clinical course.

Students are NOT required to re-submit written assignments unless the assignment is necessary to assess current skill and critical thinking levels.

If as student has started the Montgomery College RT Program and has had a two year hiatus in taking classes which count as program graduation requirements, then they need to reapply and the seven year complete requirement begins at the time of readmission

NONREGISTRY ELIGIBLE GRADUATES*

*(*These are students who have graduated from an accredited institution but are unable to pass the registry within three years or three attempts)*

Option #1

For those students wishing to enter the Radiologic Technology Program per the recent regulations of the ARRT of re-establishing the required objectives necessary to become registry eligible, the following objectives must be met in order to register for the Registry Review class of RT 240, offered as an evening class (Note: most students will need to take this class throughout two semesters. Some students will be encouraged to take a current RT class to supplement this review class.) Students who are taking RT 240 and any other supplemental class have the option to take the classes as credit or as an audit. However, students who choose to enter the traditional program must take all classes for credit.

- Student must present to the program coordinator a copy of their official transcript from the previous Radiologic Technology program from which they graduated.
- Student are asked to bring either a copy of the letter from the ARRT indicating requirement to retake a Radiologic Technology curriculum and/OR the results of the ARRT national registry. If a student has attempted three registry exams, all three results need to be presented to the program director. If the student has taken the exam more than three years from the time of re-entering program, student should bring those results.
- If a student requires the signature of the program coordinator, they will need a letter of recommendation from their current supervisor indicating clinical competency.

Option #2

- Student must enroll as a Montgomery College student
- Students will be placed in the curriculum as a first year student. Admittance into the program is determined by space availability in the classroom. Student must contact the program coordinator prior to applying to the program
- The total length of time a student is enrolled in the curriculum is determined on a case by case basis.
- All students must demonstrate clinical competency as part of the Radiologic Technology Program. Clinical rotations through the Montgomery College's Radiologic Technology Program will be designed based on individual clinical needs and are deemed necessary if the student has been inactive in diagnostic imaging. If a student is currently in a position where he or she is active in a diagnostic imaging department or facility, a Montgomery College Radiologic Technology faculty may observe the student at his or her facility to determine clinical competencies. A letter from the student's current supervisor will be required, indicating clinical competency. The number of observations that are made will be determined by the faculty and Program Coordinator. The employer of the student must be made aware of these observations in advance and it is the responsibility of the student to inform his or her employer.

CLINICAL POLICIES AND PROCEDURES

POLICIES CONCERNING CLINICAL EDUCATION

The clinical education, which will start in the first month of the first semester, will be much different than the traditional classroom instruction to which the student has been accustomed. It involves the radiography and care of real patients, and the use of radiation, which could be dangerous to humans if used improperly. Since many factors together constitute a very different situation than a classroom education, a much more structured set of rules and regulations are necessary to ensure the smooth functioning and effectiveness of the clinical courses.

Montgomery College has a uniform written agreement in effect with all of the affiliated hospitals, and close cooperation between the College and hospital coordinators is vital to the success of the program.

The student's part in ensuring the effectiveness of the clinical portion of the program is to have a good understanding of the educational philosophy of "hands on" clinical training, a thorough knowledge of the pertinent rules, and the will to cooperate with them.

The following sections of the Handbook represent the regulations and policies for the clinical education of students in the Radiologic Technology Program at Montgomery College. The regulations and policies will apply to all Radiologic Technology students in the program.

POLICY ON CLINICAL ACCOUNTABILITY

The faculty believes that the physical and emotional welfare of patients and their families has the highest priority. A student who demonstrates clinically unsafe practice which jeopardizes the physical or emotional welfare of patients or their families may be relieved from the clinical responsibilities for a specified amount of time. Unsafe clinical practice is defined as any behavior determined by faculty to be actually or potentially detrimental to the patient or to the health care facility. This behavior may be related to many factors; e.g., physical or mental health problems, knowledge deficits, problem-solving skills deficits, anxiety, etc.

A student who has demonstrated clinically unsafe behaviors may be relieved of clinical responsibilities and referred to the appropriate resources for evaluation and/or assistance. The medical facility has the right to ask a student to leave the department permanently if the medical facility feels the student is compromising patient safety or presents otherwise disruptive and/or unsafe behavior. If a student is asked to leave their assigned clinical facility, the student **WILL NOT** be placed at another facility to complete the semester/session and **WILL NOT** be able to satisfactorily complete the course. Upon evaluation and consultation with the program coordinator, the student may be readmitted back to the program the following year. The student would be required to remediate clinically. (see **Readmission/re-enrollment**)

Counseling/Conference Procedure for College and/or Program Policy Noncompliance

The faculty will identify and document unsafe behaviors/ program and/or college policy noncompliance or if the personal interactions and behavior of the student is not conducive for a learning and teaching environment the counseling/conference policy for College and/or program policy noncompliance first noted on page 28 and also noted below will be instituted.

Counseling/Conference Procedure

1. This three step course of action process* will be utilized for all students who have demonstrated non-compliance in the following areas:

- Code of Conduct infractions
- Policy non-compliance infractions
- Affective behavior infractions
- Other issues/infractions that require counseling with a student

**Please note that there are some Code of Conduct infractions that may result in a student's immediate*

dismissal from the Program. In addition, if a site asks that a student be removed from their clinical site the student will be unsuccessful in completing the clinical course. Neither of these situations will utilize this three step course of action procedure.

2. The above noted infractions are cumulative; meaning that each additional infraction that occurs while the student in the Radiologic Technology programs will result in the implementation of the next course of action and its corresponding consequence.

3. The counseling/conference course of action is as follows:

Course of action #1: Student Counseling Form

On the first infraction, the student will be counseled in person by the instructor involved utilizing the **Student Counseling Form**. This form is utilized as a written warning and may not impact the student's grade. The counseling session should provide an opportunity to discuss with the student the nature of the infraction, to remind the student of the Program's strict policy of compliance to policy and procedures and to inform the student of the consequences of continued infractions.

Course of action #2: Formal Student Conference Form (Yellow)

On the second infraction of any type, the student will meet with the Program and/or Clinical Coordinator, and/or the involved instructor utilizing the **Formal Student Conference Form**. This form is utilized as a formal documentation that communicates to the student that the student has not displayed appropriate corrective actions to the prior infraction or Program compliance in general and that the resulting consequence will be a minimum of one letter grade drop for the course. In addition there may be other consequences as deemed appropriate. This Formal Conference will discuss with the student the nature of their continued non-compliance/infractions, and to inform the student that this is their last opportunity to demonstrate compliance to the Program's policies and standards.

Course of action #3: Final Administrative Conference Form

On the third infraction of any type and only after the student has received a Formal Student Conference Form, the student will meet with the Program and/or Clinical Coordinator and/or another designated individual utilizing a **Final Administrative Form** or a second **Formal Student Conference Form**. At this meeting the Coordinator(s) will decide whether the student will be unsuccessful in the course/Program, will be penalized with additional grade deductions, or other consequences as deemed appropriate.

The faculty for the course in which the student is enrolled, in consultation with the Program Coordinator, will make the ultimate decision regarding continuation in the clinical area and any conditions placed on that continuation. This decision will be made within two weeks from the time that the student was relieved of clinical responsibilities.

Per College policy 9.62 B: No medical health clinical course with a practicum may be repeated without the written approval of the specific medical health program coordinator. The approval or denial of such requests by this individual is final.

A student may have the opportunity to respond to the circumstances resulting in such action by submitting any relevant data pertaining to the incident(s) and seeking appropriate recourse through usual channels (see Student Code of Conduct).

CLINICAL PERFORMANCE EVALUATION

In the didactic portion of the Program, evaluation of performance will be accomplished as described in the course syllabi and according to College policies. In the clinical areas, the course syllabi will describe the more complex evaluation procedures. Depending on the semester involved part of the student's grades may come from behavioral objective type competency examinations, formal evaluations which are completed by the hospital technologists, written assignments, and the record of radiographic examinations. Student performance evaluation is based upon specified levels of technical and professional competency and provides an opportunity for guidance and assistance when student improvement is deemed necessary. All evaluations will be discussed with the student by the Clinical Instructor and/or Program Coordinator and signed by them signifying that they have seen them.

CLINICAL COMPETENCY

Each semester, students are required to complete a certain number of competencies. The number of competencies required are indicated in each clinical syllabus. Before a student may attempt to complete a competency that can be graded, they must have accumulated two initials on the competency form indicating they have assisted at least twice on this exam before attempting to comp on it on their own. Students may NOT perform competencies on examinations that have not been covered in the didactic class. Students may assist in those examinations and should record them in their logbooks. Students may also collect initials on exams they have not been taught. A passing grade for a competency is 90%. Those competencies that score lower than 90% are factored into the final grade but the student will have to repeat this competency. The supervising radiographer has the discretion to require an additional attempt on an examination by the student even if the student has recorded two initials on the competency. The radiographer also has the right to stop a competency examination if it becomes clear that the student is not ready to comp the exam.

Students should be assigned rotations that give them the opportunity to work with all the registered radiographers. Students should not have more than half of their competencies graded by the same radiographer.

DIRECT AND INDIRECT SUPERVISION

Students who have not yet demonstrated competency (based on a successful competency as noted in the section above) must be under direct supervision of a registered radiographer. Direct supervision means that the radiographer is in the radiographic room observing and supporting the student. Once the student has demonstrated competency on an examination, they may perform the same examination under indirect supervision. Indirect supervision implies that a radiographer is within speaking distance of the student. The radiographer does not need to be outside of the room but close enough to respond a student's call. Use of a telephone or paging system does **not** comply with indirect supervision. Students are not to go on portables without a radiographer accompanying them even if they have demonstrated competency in portable radiography. The same policy holds true in the surgical suite. Students should not be left alone in the room and a radiographer needs to be within calling distance of the student.

REPEATING RADIOGRAPHS

When a student must repeat a radiograph taken on a patient, **the student must have a registered technologist in the room with him or her, no matter the level of competence.** At all times, it is imperative to keep any unnecessary exposure to a minimum for the patients.

The Repeat Documentation column of the Daily Case Log book must be filled out for each occurrence and initialed by the radiographer who directly or indirectly supervised the student.

CLINICAL SKILLS ACCOUNTABILITY

Students are accountable for all skills previously learned. The campus laboratory located in the Health Science Building (room 424 and 430) is open at specified hours or by appointment throughout each semester.

A faculty member is available to students for guidance while practicing. Faculty may require that a student leave the clinical area if skills previously learned cannot be properly performed. The student may be sent to the campus lab with a form which must be completed by the faculty when the student feels skills can be adequately performed.

CLINICAL ASSIGNMENT POLICY

Students enrolled in the Montgomery College Radiologic Technology program will be assigned **randomly** to a minimum of two acute care settings. All students will rotate through Children's Hospital, and at least one outpatient setting over the two-year period. In the spring and summer of the second year students have an option to rotate through ancillary modalities (if student is demonstrating appropriate competency level and student is not making up time)

Student clinical assignments, after lottery style selection by faculty, are non-negotiable and faculty will not allow students to change sites. While the faculty recognizes that students may be assigned to sites that are a distance from their job or home, students must be prepared to make accommodations to get to their sites. Faculty can make alternative schedule changes, within reason to accommodate commutes but all hours must be completed per semester/session.

Students are required to be at the clinic for a total of eight (8) hours per day, for the number of days per week stated in each course syllabus, but for no more than 40 hours in any one week. If a student needs to make-up time, then the forty (40) hours per week may be voluntarily exceeded. For each semester a certain number of hours are assigned as leave hours to accommodate excused absences. These hours change every semester dependent on the number of hours designated by the clinical course.

If a student should need to make a dental or doctor appointment, it should be scheduled at the beginning or end of the clinical day to minimize time away from the clinical area. Notification of this appointment will be given to both hospital personnel and College faculty as soon as possible prior to the appointment. Any time missed due to appointments must be made up.

If a student is asked by a clinical education setting to not return to that setting for violation of the established rules and regulations, the student will not be placed at another clinical site for the duration of that semester and must follow the policy for re-entry into the program. (See page 34)

Any student having a problem with Clinical Instructor, Supervisor, or Technologist may ask for a conference, and the College Instructor should be informed. A conference date may then be arranged with the student, College instructor, and/or appropriate clinical personnel.

ATTENDANCE

Attendance is a crucial component of the clinical rotation and because of this it is monitored carefully. The attendance policy is the same as that stated in the Montgomery College Catalog. Due to the importance of clinical experience, absenteeism is not tolerated. Excessive absenteeism is defined as: absences that exceed the number of class sessions per week. While it is understood that unexpected circumstances may cause a student to miss clinical days, all course required clinical hours must be made up.

a. Liability Coverage

Students are covered by the college's liability insurance from 7:30 am to 4:00 pm on scheduled clinical days only, Therefore students are required to have prior written authorization from college and clinical site faculty to work any hours other than those stated in the college catalog. This policy is strictly followed as this assures liability coverage for the student during non-clinical hours or days. Students who do not have prior written approval are NOT covered by the college's liability insurance and thus PERSONALLY assume total liability responsibility in the event of a legal situation.

b. Change of schedule form:

Student's may adjust their clinical hours from the scheduled 7:30 am to 4:00 pm shift completing a "Change of Schedule Form" and obtaining the appropriate signatures from the College clinical instructor and the Clinical site clinical instructor. The hours on this form are a contract agreement to cover the student with liability insurance and therefore the student may not alter these contractual hours without proper documentation. The student is not covered under liability insurance for the adjusted hours until the hours have been authorized and the form has been signed by all. If a student works these adjusted hours without prior approval they will not receive credit for the hours. The only options for adjustment are starting at either 7:00 am or 8:00 am and leaving at either 3:30 or 4:30 pm.

c. Absence Notification

If a student is reporting late, or not reporting to the clinical site on their assigned day, the student is required to call and notify both the college clinical instructor **and** the

clinical coordinator or chief technologist at their clinical site. Any student who fails to call in when absent or late will be counseled for the first offense and on any further offenses through out the program may be penalized with either a letter grade drop or unsuccessful completion of the course. If a student is not present at his/her assigned area or room rotation for the assigned day, then the student will be considered absent for the day.

d. Leave hours:

To alleviate potential hardships for students, a certain number of “leave hours” will be given per semester. The number of hours given is determined by the number of days a student must be a clinical site. These leave hours will be used up first for any and all absences (excused or due to lateness). When the leave hours have been exhausted the student will then need to make-up the remaining hours.

e. Absence Report:

If a student needs to make-up hours they will need to complete an absence report and obtain signatures prior approval from both the College clinical instructor and the Clinical Site clinical instructor. This completed form will cover the student with liability insurance. Non-assigned clinic days may be utilized as make-up days. There may be certain restrictions on making up time based on the clinical site and student situations. The hours on this form are a contract agreement and therefore if a student is not able to attend their clinical site at the date and/or time agreed upon they must call and notify both the College clinical instructor and Clinical Site. All hours must be completed by the end of the semester. Exceptions to this policy will be allowed only with compelling reasons and proper documentation. If a serious emergency arises and is documented, the missing hours can be made by the fourth week of the next semester with a grade of Incomplete (I) being given until the hours are completed. If the hours are not completed by that time, the student will receive a grade of "F".

f. Excessive absences:

For excessive absence, a student will be counseled to ensure successful completion of the program.

- **The student will be penalized by a letter grade deduction for absences exceeding the number of days that the class is scheduled to meet per week at the discretion of the College clinical instructor.**
- **The student may be unable to successfully complete the clinical course if they have excessive absenteeism/lateness.**

g. Time card:

The student is responsible to punch in and out on their time cards when they arrive and leave their clinical site. If their site does not have a time clock, they should give their time card to the site clinical instructor or technologist when they arrive and they should write in the time and initial the time, the same procedure should be followed when the student leaves for the day. This documentation will be used to verify the clinical hours. **Students are cautioned to use their timecards correctly. Under no circumstances should one student use or punch another student's timecard. Misuse of timecards is considered academic dishonesty and could result in unsuccessful completion of the course.** Credit may not be given if student is not clocked both in and out on a clinical day or the hours are not legible on the card. Early or late punch in times will not be added to the student's scheduled hours unless the hours initiated by technologist and considered legitimate by the college clinical instructor. All clinical hours are monitored and documented on attendance report forms by the college clinical instructor. Time cards that are not kept in order and legible may result in a penalty to the attendance component of the clinical grade.

h. Emergencies:

Emergencies or serious situations will be recognized as excused absences. These may include: personal

illness, court appearances, or death in the immediate family (parents, grandparents or siblings). Proof of the excused absence may be required if the upon discretion of the College Clinical Instructor. A doctors note may be required to address the student's ability to resume their clinical assignment as well as any limitations. **ALL hours missed must be made up.**

i. Banking Hours:

Banking of hours is not permissible unless previously arranged with College faculty. We do not want to discourage a student from staying late occasionally to participate with an exam that runs past their scheduled time. Early or late punch in times will not be considered legitimate unless initialed by the technologist that the student was working with.

j. Lateness/Tardiness Policy:

It is expected that students will be prompt and ready for work at their scheduled time for all clinical rotations. Punctuality is a very important practice for a medical professional. Students should notify the Clinical Site and Faculty Clinical Instructor if they will not arrive on time. Lack of punctuality may necessitate a Student-Faculty (and/or Clinical Coordinator) Conference. Lateness/Tardiness will not be tolerated. Unexcused lateness/tardiness is defined as "any lateness that the **MC faculty Clinical Instructor** does not approve as excused". The fourth unexcused late will result in a letter grade drop. The student's grade will drop by a letter grade for each additional unexcused late. The Clinical Site reserves the right to send a student home if the student does not arrive on time. All missed time will be deducted from leave hours or must be made up. Students must make arrangements with their Faculty and Site Clinical Instructor prior to making up any of the missed time. Time will not counted if the student works make-up time without prior approval.

j. Lunch Policy:

Students must be allowed thirty (30) minutes for lunch. Each clinical day the student will be deducted thirty minutes from their total clocked in hours. If the student leaves the Clinical Site premises at any time, he/she must clock out and back in upon their return. The student is still expected to return back to the department ready to work by the appropriate time.

POLICY FOR CLINICAL ASSIGNMENT AT AGENCY OF EMPLOYMENT

Students are not encouraged to work as technologists prior to graduation since they are not considered registry eligible until they finish all clinical and didactic classes. However, if a student makes a decision to do so, it is recommended that the student asks the employer to supply a film badge and liability insurance since the College cannot assume responsibility for either of these items.

A student employed in any capacity at a health care facility used for clinical lab must inform the appropriate faculty member and request clinical placement at a different facility, if possible. This provides a broader learning experience for the student and prevents role conflict. Students will rotate through a minimum of two acute care and one outpatient setting during the course of the curriculum.

Students who obtain employment as technologists prior to completion of the program MAY NOT obtain clinical competencies at the site of their employment or during the time they are an employee of a clinical site. They also may not be evaluated for clinical competency as an employee.

Student Clinical Conduct Policies

STUDENT CONDUCT POLICY

Students are required to comply with all school regulations as outlined during the orientation session. Students are required to act in a manner that will reflect credit on themselves, the school and the profession for which they are being educated.

Each incident will be handled in accordance with the appropriate document such as the Catalog, Student Code of Conduct, Policies and Procedures, etc. Infraction of any one regulation will result in one verbal warning. A repeat violation will result in a written warning which will be placed in the student's file.

Clinical courses are treated the same as academic courses since they are an integral part of the curriculum. If the student is having difficulty clinically, this is documented via evaluations. The students will review their evaluations. If a problem persists the student will be counseled and that session will be documented. **If the problem is not resolved, the student may not successfully complete the course.** Appeal procedures are available to the student and can be pursued through the Counseling department.

INFRACTIONS OF PROFESSIONAL BEHAVIOR

1. Insubordination
2. Falsification of any affiliate or Montgomery College records
3. Intoxication or under the influence of unauthorized drugs while in the classroom or clinical area
4. Theft of any kind
5. Malicious gossip or discussing exam results with patients
6. Gambling on premises
7. Solicitation of any type.
8. Felony conviction
9. Excessive absenteeism and/or abandonment of clinical assignment
10. Sexual harassment and/or sexual misconduct
11. Other serious misconduct as deemed by Program Administration or Clinical Affiliates.

CODE OF CONDUCT

Rules and regulations concerning conduct to be observed by all students are not limited to the following listings. Students are expected to behave in a professional and ethical manner at all times. **Each Clinical Education Setting reserves the right to refuse a student admission into the facility resulting from violation of the code of conduct or infractions of professional behavior.** The faculty expects the Radiologic Technology students to abide by the specific Clinical Affiliates policy of conduct. A student will be subject to disciplinary action if violations of any kind occur.

The student will find all of this information as part of each clinical syllabi also.

A STUDENT SHALL NOT:

1. Mistreat patients in any manner; including leaving patients unattended while undergoing diagnostic procedures.
2. Punch any time card to sign-in sheet except his/her own, or allow another student to do so. This considered a form of cheating.
3. Be excessively absent or repeatedly tardy, fail to notify the Clinical Instructor of absence or lateness prior to assigned starting time.
4. Loiter on hospital premises outside the radiology department or other unauthorized places; loiter within the radiology department beyond assigned hours.
5. Misuse confidential information or falsify information, records and reports.
6. Exhibit insubordination – immoral conduct, indecency, or refusal to follow instruction from those designated supervisors.
7. Willfully damage or destroy or misuse institutional property.
8. Steal or be in unauthorized possession of hospital or another person's personal property.
9. Create or contribute to unsanitary conditions on hospital premises.
10. Intimidate or coerce another student or employee through physical or verbal threats.
11. Engage in soliciting on any level or gambling on hospital grounds.
12. Smoke in undesignated areas of the radiology department or other undesignated areas of the hospital, obeying other regulations concerning fire, safety, parking, and visiting.
13. Be in possession of a weapon of any kind while on hospital premises.
14. Engage in excessive talking, laughing, and other disturbances not appropriate in the hallway, around patients, or on hospital premises.
15. Fail to report any accident or injury involving student, patients, other hospital employees, or visitors.
16. Be inebriated, drinking, or have possession of drugs and/or alcohol on hospital premises.
17. Leave the clinical area early without prior permission of the Clinical Instructor.
18. Sleep or loiter on Clinical time.
19. Accept or coerce gifts from patients

STUDYING DURING CLINICAL HOURS.

The importance of the clinical experience is invaluable. Even when there are no radiographic examinations to be performed, students are encouraged to practice positioning in radiographic rooms with the permission of the staff clinical instructor or supervisor. Students are expected to assist in stocking the various rooms with supplies and assuring the rooms are neat. **STUDYING DURING CLINICAL HOURS IS NOT ALLOWED.** Students who disregard this policy may be asked to leave the clinical site for the day and the time missed must be made up. Continued disregard to this policy may result in more severe disciplinary actions.

LEAVING ASSIGNED AREA/VISITING PATIENTS

Students shall not leave their assigned radiographic room or the clinical area without the permission of the Clinical Instructor or immediate person in charge. Doing so without the permission is considered abandonment of clinical assignment. Any student doing so will be counseled and will have to make up the time lost. Continued infraction of this policy may result in the unsuccessful completion of the clinical course.

Students are not allowed to visit patients during class hours unless approved by the Clinical Instructor. In any case, the student should follow the visiting hours designated by the student's particular clinical institution.

HIPAA /CONFIDENTIAL INFORMATION

Students, prior to rotating through the clinical sites will receive a lecture on HIPAA regulations and the need for confidentiality in RT 121. All hospital and patient records are confidential in nature. Requests for information concerning a patient should be referred to the clinical supervisor or designate. Students are expected to maintain the confidentiality of patients in a professional manner. Films taken from the hospital for education purposes must have all identifying patient information (this includes name of facility, ID's numbers, birthdates, names) removed physically (**BLACKING OUT WITH A MARKER IS NOT SUFFICIENT. THE IDENTIFYING INFORMATION MUST BE ERASED DIGITALLY OR CUT OUT PHYSICALLY**). Students are required to sign an oath to abide by this policy at the beginning of the Program.

REPEATING RADIOGRAPHS

When a student must repeat a radiograph taken on a patient, **the student must have a registered technologist in the room with him or her, no matter the level of competence.** At all times, it is imperative to keep any unnecessary exposure to a minimum for the patients.

The Repeat Documentation column of the Daily Case Log book must be filled out for each occurrence and initialed by the radiographer who directly or indirectly supervised the student.

FINANCIAL REMUNERATION

Under no circumstances will students be paid for their services while doing their clinical education in the hospital. If a student works outside of their clinical hours in the same hospital in which he/she is assigned, there is no problem as long as clinical hours and work hours are kept clearly separate.

Do keep in mind that when working as an employee at the same clinical affiliate, roles of employee and student sometimes are difficult to keep separate. The student sometimes will be challenged to keep the delicate balance between the two roles in order to avoid problems. A separate film badge should be provided by the employer. The "College film badge" should not be worn for part-time jobs. The student should also inquire about liability insurance coverage provided by the employer.

PERSONAL TELEPHONE CALLS, XEROXING AND INTERNET USAGE

Personal telephone calls are not allowed. Only emergency calls can be received by students. Messages will be taken for other calls. Cell phones should be turned off at all medical facilities. Personal pagers should be put on “vibrate” mode and used for emergency reasons only. Xeroxing for personal use is not allowed. Students are NOT to use the internet for personal use. This includes checking personal e-mails, instant messaging or research of any kind during clinical time.

EATING AND SMOKING

Students shall not eat, drink, or smoke while on duty except in designated areas. Each clinical site will have designated areas as required by OSHA and Maryland Occupational Safety and Health regulations. Cosmetics and such should not be carried and used in patient care areas where contact with bloodborne pathogens may occur.

PROFESSIONAL ATTIRE

PERSONAL APPEARANCE/UNIFORM POLICY

The personal appearance and demeanor of radiologic technology students at Montgomery College reflect the standards of the Profession, the College, and the Program and are indicative of the students' interest and pride in their chosen profession.

All uniforms must clean and pressed. Students are required to wear navy blue uniform scrub pants, white uniform tops (tops with V necks should have a white t-shirt worn underneath), white socks or clear or white stockings (knee-highs are acceptable) and white uniform shoes or white sneakers. Shoes must be clean. Lab coats may be worn. Surgery uniform will be worn only during the performance of the surgery assignment, or during assigned OR rotations. T-shirts worn under the uniform tops should not have printing on them that is visible through the back or front of the uniform top. Tops should fall 3 or 4 inches below the waist.

Any student reporting to the clinical affiliates in improper uniform or attire or in a soiled or untidy uniform with dirty shoes will be sent home. This time must be made up. Clinical Supervisors will have the final decision when judging the personal appearance of the student. Montgomery College Radiologic Technology students will wear their uniforms only for clinical assignments or when officially representing the program.

- Hair:

Hair must be clean and neatly combed. Long hair is inappropriate when it falls in front of the face and comes into contact with a patient or equipment and therefore should be tied back. If head coverings are worn, they must be white and should not hang in front of uniform so as to avoid entanglement with machines and to prevent patients from pulling on them. Moustaches and beards must be neatly trimmed, clean, manageable, and not unruly.

- Accessories:

Use of the cosmetics should be discrete (including perfume or cologne) and kept to a minimum. Jewelry which may be worn with a uniform include: watches, wedding bands, engagement rings, school rings, school pins, and small earrings that are in good taste. Large earrings should not be worn as they can become entangled in equipment and to prevent patients from pulling on them.

- Nails:

Nails should be kept at a reasonable length, neat and clean. Acrylic, false, press on nails may not be worn at the clinical site as they can pose as a reservoir for germs.

- Piercings and tattoos:

Some clinical facilities require removal of piercings (other than ear piercings) **Students should also be aware that they sometimes will be required to enter MRI rooms where metallic piercings are prohibited due to the danger posed by the high magnetic field.**

Some clinical sites may ask students to wear clothing that will cover tattoos on legs, arms etc

- Personal hygiene:

Students should demonstrate proper hygiene practice (use of deodorant etc) Use of personal cologne or perfume is not recommended as these scents can be irritating to patients.

LEAD MARKERS

Students will use their own initialed right and left markers to properly identify patient anatomy. These markers are to be used in class and also the clinical affiliates. Under no circumstances will a student lend their marker to anyone or borrow anyone else's marker. If a student loses a marker, it is their responsibility to purchase a new one. Students may contact Sheldon Markers at 727-443-1677 (Clearwater Florida) and order the appropriate marker. Faculty will place the first order for new students (students assume payment responsibility) but additional orders are the responsibility of the students.

IDENTIFICATION

Students will be given a name identification badge by the clinical affiliates. If the affiliates does not supply this badge, one will be ordered by the College. The ID badge must be worn at all time

DOSIMETER

Dosimeters must be worn at all times at the collar and above the lead apron. See the section entitled **Radiation and other Safety Policies** of this handbook

LOG BOOKS/TECHNIQUE AND PROTOCOL MEMO BOOKS

As students begin their clinical rotation in the Spring semester of their first year, they will be required to maintain a log book and a technique protocol memo books over the course of the two year program. The log book will be supplied by the program with the cost assumed by the student. The purpose of the log book is to document all studies students have either observed, assisted or completed under direct or indirect supervision. Students will enter the date, type of examination, and degree of participation. Students must enter the initials of the tech who directly or indirectly supervised them.

STUDENTS MUST NOT INCLUDE ANY IDENTIFYING PATIENT INFORMATION IN THIS BOOK.

Students must indicate which exam resulted in a repeat as the direct result of the student's participation and the tech who directly or indirectly supervised must personally initial the book in the appropriate space. A percentage of the clinical grade is assigned assessing compliance to these objectives.

Technique and protocol memo books are required to be maintained by all students. Students must purchase a small memo book to keep with them at all times. The purpose of this book is to record techniques used for each diagnostic room (as appropriate) and protocols specific to the site and/or physician. The method of input is not graded but compliance to maintaining this memo book and keeping it available on the site is graded.

PERSONAL PROPERTY

The students are asked not to bring personal property of excessive value to the facilities (especially clinical) such as credit cards, jewelry, excess cash, etc. The student is responsible for any missing personal items. Consult your specific clinical affiliate for any arrangement for storing belongings.

MISCELLANEOUS

Should the student have any other questions about things not covered in this document, the faculty would be happy to answer them.

RADIATION AND OTHER SAFETY POLICIES

Radiation Safety practices

Students will follow the ALARA and the cardinal rules of radiation safety as discussed in their first day of the RT 121 class, which is a clinical class conducted on campus in the beginning of the Fall semester. All students are expected to follow radiation safety practices in the lab as well as at the clinical sites. Students are to wear their radiation dosimeters for all labs and must always wear them at the the clinical site. Failure to do so at the clinical site will result in a grade reduction and continued non-compliance may result in unsuccessful completion of the clinical course.

Students must always wear lead aprons and thyroid shields while assisting in fluoroscopic procedures. They are required to wear lead aprons on portable and during OR procedures.

EXPOSURE MONITORING (DOSIMETERS) AND IDENTIFICATION

Montgomery College provides dosimetry badges (Optically Stimulated Luminescent Dosimeters or OSL) for the Radiologic Technology students. The students will always wear the OSL while working with any form of ionizing radiation. It is to be worn around the upper chest area (on the collar) at all times. When wearing protective lead apparel, the dosimeter is to be worn above this apparel. No student will be allowed to work in the clinical areas or classroom energized laboratory area without this film badge. Appropriate protective wear will be used according to the procedure protocol.

Under no circumstance is a student to hold a patient for an exposure.

Badge inserts are changed monthly, and it is the responsibility of each individual student to see that the badge insert is changed before the 20th of each month. **Should a student not turn in their badge prior to the deadline, points may be taken off the final grade of the clinical course in which they are enrolled.** Failure to adhere to this policy may result in an inaccurate radiation exposure reading since the rest of the badges will be mailed to the dosimetry service with the "control" badge. However, students should wear their badge even if it is past the expiration date until a new badge is obtained.

A printout from the vendor who provides the OSL's will be posted each month in the College classroom for each student to be able to identify his/her radiation exposure reading *using badge number only*. All other identifying information will be removed from this report. The program coordinator maintains the original of each monthly report in a secure place. Students will be consulted for any reading reported for 10 or more millirems on a monthly report to determine how the exposure has occurred. A reading over 40 millirems for the month will necessitate a possible change in rotation from high exposure areas or procedures.

REPEATING RADIOGRAPHS

When a student must repeat a radiograph taken on a patient, **the student must have a registered technologist in the room with him or her, no matter the level of competence.** At all times, it is imperative to keep any unnecessary exposure to a minimum for the patients.

The Repeat Documentation column of the Daily Case Log book must be filled out for each occurrence and initialed by the radiographer who directly or indirectly supervised the student.

COMMUNICABLE DISEASE POLICY

Students with known communicable diseases will need to follow the clinical facilities protocol for personnel with communicable diseases. The college has no jurisdiction over a clinical facilities communicable disease protocol. Please be aware that radiography students take part in invasive procedures.

Students with known latex sensitivity or allergies should be aware that the college cannot guarantee non-exposure to latex in the clinical arena.

At monthly information sessions and during orientation of new accepted students, students are advised to consider

getting the Hepatitis B vaccination series. If a student who is accepted into the RT program elects not to receive this vaccination, student must sign a waiver form indicating this choice. This waiver and/ or indication of completing a Hepatitis B vaccination series must be signed prior to beginning clinical observations in the RT 121.

During student experiences in the clinical setting, the student may possibly come in contact with diseases, equipment, and treatments that may be hazardous to the individual and/or to an unborn fetus. It is expected that the student utilize common sense and patient care procedures and those OSHA policies related to bloodborne pathogens that minimize risks to the student and/or unborn fetus. If a student has an incident occur involving contact with bloodborne pathogens, it is expected that the student **follow** their **affiliate's exposure control policies**. It is then the student's responsibility to see their own physician immediately to establish baseline testing and seek any required follow-up. TB exposure should be followed immediately with a PPD or if applicable a chest x-ray and a three (3) month follow-up after that. A copy of the incident should be brought back to the College for the student's file. If the student comes into contact with diseases outside of the Program or contracts diseases which may be hazardous to other students, patients, or hospital personnel, it must be reported to the Program Coordinator immediately. A decision will then be made on an individual basis regarding the future of the student's participation in the Program.

A student, who may be exposed to a communicable disease, may be asked to leave the clinical area until incubation periods have expired, in cases such as chicken pox. Some diseases may be fatal to patients with compromised immune system. Any time missed in this case, must be completed.

PREGNANCY POLICY

At monthly information sessions and during orientation of new accepted students the pregnancy policy is reviewed. In addition, an additional review of the policy is incorporated into the RT 121 (Clinical radiology I) class

The National Council on Radiation Protection and Measurement (NCRP) recommends that the dose equivalent to the embryo-fetus from occupational exposure to the expectant mother should be limited to 0.5 REM for the entire gestational period. It is also stated that females involved in the occupation may voluntarily disclose their possible pregnancy to their supervisor if suspected. Through proper instruction to these precautions, it may be possible to limit all occupational exposure to under 0.5 REM per year and prevent fetal dose equivalents from being surpassed.

All students enrolled in the Radiologic Technology Program are instructed in proper safety precautions and personnel monitoring prior to being admitted to any ionizing radiation area. Students are required to abide by **ALL** safety precautions and importance of keeping exposure as low as practical through a combination of time, distance and shielding is stressed.

Should any student suspect pregnancy, she is recommended to voluntarily disclose it to the Program Coordinator. This must be in writing and indicate the expected date of confinement (delivery). In the absence of this information, a student cannot be considered pregnant.

Upon voluntary disclosure of the pregnancy, the student will:

1. Meet with the Program Coordinator regarding the nature and potential radiation injury associated with in-utero exposure, the regulatory limits established by the NCR Regulatory Guide 8.13 and the required preventative measures to be taken throughout the gestational period. A statement of receipt of this information will need to be signed at this time.
2. The pregnant student has the option to complete the program without any modifications. If requested by the student, modifications will be made for clinical rotation during the pregnancy. If the student requests modifications, upon consultation with the student the faculty and clinical instructor from the clinical site will finalize the rotation schedule
3. The student will abide by the following:

- a. Strict adherence to ALL safety precautions for protection purposes.
 - b. A second dosimeter will be provided and is to be worn at the student's waist, to monitor fetal dose.
 - c. At any time that the pregnant student feels she is working in an unsafe area or under conditions she feels detrimental to herself or fetus, stop immediately and report to the clinical instructor.
 - d. At no time and for no reason will the pregnant student place herself in the primary beam of radiation.
4. If a student chooses to temporarily leave the program, every effort will be made to assure a successful return to the program. As always, return into the program after a break is dependent on clinical space availability and student may be asked to remediate clinically or didactically as part of her return.
 5. The student must realize that she must complete, upon her return or when she is no longer pregnant all the clinical competencies she may have missed due to voluntary modifications as well as related coursework.

MRI SAFETY

Students should be aware of what is on their person as well as what is on or in their patient before entering an MRI suite. **Students should be aware that they sometimes will be required to enter MRI rooms where metallic piercings are prohibited due to the danger posed by the high magnetic field.**

The magnetic field is constant in an MRI room and highly magnetic items such as certain jewelry, implanted devices and credit cards can be adversely affected by this field, causing potential personal injury as well as erasing credit card data. Students will receive further education on MRI safety in RT 121, offered in the fall semester of their first year and prior to beginning clinical rotations.

FEDERAL LAW CONCERNING CHEMICAL HAZARDS

Federal law requires that all individuals must be notified about hazardous chemicals present in the work place. This law applies to all occupations, with the basic purpose of raising the level of conscientiousness on chemical safety (but not to the point of over concern). Obviously, there are safe levels, proper procedures and precautions to be followed as well in the hospital.

X-ray and Photographic Processing

It should be noted that most sites are now filmless thereby eliminating the usage of developing chemicals. However a few of the ancillary sites and/or modalities still use chemical processing.

Photographic chemicals may be used in a hospital or office for processing x-ray film, for films used in electron or light microscopy and for slides and prints for papers and lectures. Some of these chemicals must be used with more than routine precautions.

Photographic developers must be in an alkaline solution for full activity. Sometimes a two solutions formulation is used in which a small stock of concentrated alkali is added to a large volume of developer to obtain a working solution. In a similar way, some fixers require the addition of concentrated acid to a stock solution. This concentrated (Glacial) **acetic acid** is not only a strong, corrosive acid, but also produces a highly corrosive vapor that is extremely flammable.

Even the more dilute working solution should be handled with care since prolonged or repeated contact can lead to skin irritation, creaking and blistering. Virtually all photographic chemicals, especially developers, can cause an allergic reaction that is characterized by itching, red scaly skin. The use of gloves, tongs, or barrier creams minimize skin contact hazards.

Most photographic chemicals emit irritating vapors which can effect the nose and eyes. Work areas should be well ventilated to reduce this hazard. Some automatic x-ray film processors store large volumes of solutions in plastic reservoirs. As the liquids are used up, vapors accumulate in the "air space" above. When the lid is removed to refill the reservoir, high levels of vapor may be released. For example, sulfur dioxide may accumulate in the reservoirs containing photographic fixers.

DUE PROCESS

Disputed Final Course Grades

Faculty provides on-going academic counseling throughout the semester as the need arises. Concerns regarding academic advising or instruction should be attempted to be resolved with the faculty member. If not successful at that level, then the student should discuss such problems with the Program Coordinator. If the student believes that due process relating to the problem has not occurred, the student may then petition for a review and consideration by the Campus Committee on Academic Appeals. The student should see a counselor for assistance with the academic appeals process as noted in the college catalog and is outlined below

The following procedures shall be followed when a student disputes a final course grade. This review will *not* address matters of faculty academic judgment relating to the evaluation of the student's academic performance. The review may include, but is not limited to, any of the following situations; a) the basis for the final course grade was the result of something other than the student's academic performance b) the standards by which the final course grade was determined differed from those standards applied to other students in the class c) a faculty member's stated reasonable expectations for determining final course grades were not provided or were not followed.

I. Informal Procedures

- A. The informal procedures outlined below may commence during any academic semester or summer session. Formal disputes will be heard and resolved only during the fall or spring semesters. Throughout this regulation the term "working days" is defined as weekdays when classes are in session, during the fall or spring semesters.
- B. If a student intends to question the final grade awarded in a course, he or she must first confer informally with the faculty member who assigned the grade (or chairperson if the faculty member is unavailable) in an effort to resolve the issue. Contact with the faculty member must be made before the end of the second week of classes of the next semester, excluding summer sessions. The faculty member (or chairperson if the faculty member is unavailable) is responsible for documenting the date, and time and outcome of this conference, and should obtain the student's signature on that document.
- C. If the student and faculty member of record cannot reach a mutually satisfactory solution, and the student still wishes to pursue the matter, the student must make a written request for an informal meeting with the department chairperson within 20 working days of the conference referred to above, or the dispute will be terminated.

D. The department chairperson will gather information and informally mediate the issue at hand. At the chairperson’s discretion, a joint meeting of the student, faculty member, and department chairperson may be held. Elements to be considered by the department chairperson will include the process leading to the determination of the assigned grade and the quantitative and subjective components used in reaching it. In the gathering of facts, the department chairperson is encouraged to discuss the dispute with the curriculum coordinator, if this position exists within the academic department. The department chairperson is also encouraged to seek advice and counsel in the areas of conflict management and counseling from appropriate College administration and staff. The department chairperson will attempt to bring about an equitable solution. Whether or not the dispute is resolved, a memorandum of record will be made by the department chairperson and distributed to the student and the faculty member within ten (10) working days of the written request referred to in I.C. above.

E. If a solution cannot be worked out as detailed above, the student may request a formal review as follows. Within ten (10) faculty working days of the memorandum of record referred to in I.D. above the student may submit a written request to the department chairperson for a formal review of the process and components used in determining the final grade. Once a formal review is thus requested by the student, the posted grade shall remain in place until the Review committee makes a final decision (See section G.2.).

F. Timelines to be Followed are Summarized Here:

<u>Maximum Time</u> <u>(in Days)</u>	<u>Action</u> <u>Paragraph</u>
0	I.B Student confers with faculty member before end of 2 nd week of class of following semester
20	I.C Written request for informal meeting with chair
30	I.D Memorandum of record sent – chair to faculty
40	I.E Student written request for formal review
45	II.B Written request sent to dean, faculty member
55	II.E Review Committee chairs gets copies of final dispute

II. Formal Dispute Procedures

If the student disputes a final course grade, the following steps will be followed:

A. Disputes of final course grades must be submitted in writing by the student to the

appropriate department chairperson and the student must:

1. Specify the act, omission, or matter complained of;
 2. Provide all relevant facts, such as course syllabi, exams and other graded coursework;
 3. Specify the resolution the student is seeking; and
 4. Provide all arguments upon which the student relies. No new arguments may be added to the written appeal after it has been submitted.
- B. Within five (5) working days of receipt of the student's written request, the Department chairperson will send copies of the written dispute to the faculty member and the appropriate supervising dean, and a copy of this notification will be sent to the student.
- C. Dismissal of Dispute

The appropriate supervising dean shall dismiss the appeal if:

1. The same or substantially the same complaint has been resolved by any other formal dispute procedure, including petitioning the Academic Appeals Committee,
2. Required timelines were not followed by the student
3. The appeal concerns the professional academic judgment of the instructor, i.e., the appeal relates to the instructor's evaluation of the student's academic performance, and not to whether the faculty member had in place a process for determining the final course grade, whether that process was communicated, whether the communicated process was in fact followed, or whether standards of performance were in fact applied uniformly to all students in the class.

D. Finality Clause

A student who files a dispute in writing understands that there are no other internal procedures and that the decision resulting from application of the established procedures is final.

From time to time students will have concerns regarding things like residency status, tuition, financial aid and academic matters. It is necessary to refer to the Catalog or the Academic Regulations section of the Montgomery College Student Handbook for the appeals process for each specific area.

As mentioned many times before, please refer to the College Catalog, Student Code of Conduct, the Montgomery College Student Handbook or the Policies and Procedures for

appropriate actions and/or appeals processes to follow for any particular situation.

PROGRAM GRIEVANCE PROCEDURE

ACADEMIC/CLINICAL GRIEVANCE (NON-GRADE ISSUES)

Faculty will provide on-going academic and clinical counseling throughout the semester as the need arises. Concerns regarding academic and clinical advising and instruction should be attempted to be resolved with the faculty member of the course in question. If the student feels the issue has not been resolved at this level, then the student should discuss such problems with the Program Coordinator. If the student believes that due process relating to the problem has not occurred, the student may then petition for a review and consideration by the Campus Committee on Academic Appeals. The student should see a counselor for assistance with the academic appeals process.

From time to time students will have concerns regarding things like residency status, tuition, financial aid and academic matters. It is necessary to refer to the Catalog or the Academic Regulations section of the Montgomery College Student Handbook for the appeals process for each specific area.

As mentioned many times before, please refer to the College Catalog, Student Code of Conduct, the Montgomery College Student Handbook or the Policies and Procedures for appropriate actions and/or appeals processes to follow for any particular situation.

TIME LINE FOR PROGRAM ACADEMIC GRIEVANCE ISSUES (NON GRADE RELATED)

<u>Maximum Time in Days</u>	<u>Action Paragraph</u>
5	Student advises faculty of concern (informal meeting)
14	Faculty meets with student to discuss and provide in writing, feedback and if applicable strategies to address concerns
30	Student meets with Program Coordinator if feedback and/or strategies do not address issue

Depending on the issue student will be referred to Dean of Health Sciences, Counseling or Dean of Student Services and will follow the policy and procedures for grievances at that point.

Student is advised that they will need to refer to the Montgomery College Student

TIME LINE FOR CLINICAL GRIEVANCES (NON-GRADE RELATED)

<u>Maximum Time in Days</u>	<u>Action Paragraph</u>
0-5	Student advises faculty and site clinical instructor of issue (informal meeting)
7	Faculty clinical instructor meets with student to discuss and provide in writing, feedback and if applicable strategies to address concerns
14	Faculty CI and Student meet to assess if issue has been resolved. Additional counseling or strategies will be discussed and provided in writing
30	Student meets with Clinical Coordinator if feedback and/or strategies do not address issue.
35	Student meets with Program coordinator if resolution of issue is unsatisfactory.
45	Depending on the issue student will be referred to Dean of Health Sciences, Counseling or Dean of Student Services and will follow the policy and procedures for grievances at that point
	See next page

From the Montgomery College's policy and procedures document on appeals

INFORMATION SHEET FOR ACADEMIC APPEALS

Students are responsible for obtaining and submitting all relevant information to support an academic appeal.

BE SURE TO READ THE FOLLOWING STEPS:

1. You must see a counselor to discuss your appeal. The counselor will explain the process and help you determine which regulation is involved. Indicate the specific regulation to be appealed on the first page of the appeal form.
2. Write a statement of your appeal. Be sure to give complete information, including specific dates if appropriate. **Attach all supporting documents.** Examples are

medical and employment records, travel documents, death certificates, and/or course substitution forms.

3. Take your appeal form to the appropriate faculty member for recommendation, comments (specific reasons for approval or disapproval), and signature. If the faculty member is not available, see the department chair or unit leader. (Note: If your appeal is for a fourth attempt of a class, the department chair's signature is required.

Classroom faculty support is recommended.)

4. Discuss your completed form with the same counselor. Before submitting it, obtain the counselor's recommendation and signature. Forms that are incomplete will be returned to the student.

5. Submit the signed completed form to the campus where you attempted the appealed courses. On the Rockville Campus return the completed form to Ms. Sylvia Chen, SV 104. At Germantown and Takoma Park submit the form to the Admissions and Records Office. The Committee on Academic Appeals will consider your appeal at the next meeting.

6. You may attend the Appeals Committee meeting to provide clarification or additional information. However, attendance is not required. If you decide to attend, simply check the space on the first page. You will be notified of the meeting date and phone. If you cannot attend that meeting, you will need to call to have your appeal delayed. If we do not hear from you, the committee will be decided without your attendance at the meeting.

7. Students will be notified of the Appeals Committee decision by mail within a week of the meeting.

08-16-2004

Policy Addressing Accreditation Concerns

The Radiologic Technology Program at Montgomery College is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Maintaining accreditation by the JRCERT stipulates that the program specifically follows the established JRCERT Standards.

These Standards are provided in the students at the beginning of each Fall semester

The purpose of compliance to these Standards is to maintain the high level of competence of a program so as to fully benefit the student, including being able to apply for the ARRT Examination upon graduation. If a student has a question or concern about compliance of these Standards the following steps should be taken:

1. Student must inform in writing to the Program Coordinator of the question or concern of the specific Standard(s) in question. It becomes the Program Coordinator's responsibility to inform the Chairperson of the Department as well as the Dean of Health Sciences of this concern.
2. The Program Coordinator must address these concerns within ten (10) days of receipt of the student communication.
3. If the question and/or concern is not addressed to the student's satisfaction, the student may contact the JRCERT at the address noted below. The student should be prepared to identify the Standard in question.

JRCERT
Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive
Suite 2850
Chicago, Il. 60606-2901
312-704-5300
Program #00710000

RADIOLOGIC TECHNOLOGY PROGRAM AWARDS

GRADUATION

Professional Certification and Licensure

RADIOLOGIC TECHNOLOGY ANNUAL AWARD CEREMONY

The Radiologic Technology Program presents two awards, for academic and clinical achievement, during the spring semester of the sophomore year at the Phi Theta Kappa Induction Ceremony. Students may be eligible to receive the following awards at the Annual Montgomery College Awards Ceremony using the following criteria:

1. The Outstanding Academic Achievement Award will be given to the Radiologic Technology student who maintained a 3.85 grade point average or higher, and
2. The Outstanding Clinical Achievement Award, is given to the Radiologic Technology student who has maintained the highest 4.0 grade point average in all the clinical courses.

GRADUATION

To qualify as a candidate for the degree of Associate in Applied Science in Radiologic Technology, a student must have earned the following:

1. The minimum number of semester hours of academic credit which must include all courses required in the curriculum elected by the student or such alternative courses as are specifically required by the College or university to which the student will transfer.
2. A minimum grade of "C" (2.0) in all Radiologic Technology courses.
3. Settle all financial obligations to Montgomery College. The general obligations of the candidate are published in the academic regulations. Since the course work of the Radiologic Technology Department is not completed until August of the graduating year, students will not graduate or receive their diplomas until that time. Students who have not completed their non-Radiologic Technology courses at that time must do so before they can graduate.

Class of 2009 only (This policy will no longer be in effect after the graduating class of 2009) Students who have completed all courses except RT 226 and 240 will be allowed to participate in the graduation ceremony in May. The cap and gown for the graduation ceremony can be obtained through the College bookstore at the appropriate time of the year. However, students will not actually receive their diplomas at that time but will have a graduation date of the official end of the summer session and can pick up their diplomas when notified to do so by the Admissions and Records Office in early September.

All second year students are advised to complete a graduation check prior to their final semester. This consists of a review of the student's record by the Records Office to ensure that all requirements for graduation have been completed. The Program Coordinator can also print a graduation check-sheet for advising purposes.

Prior to graduation, each student will be asked to complete a terminal evaluation of the program which seeks information concerning students' feelings about their achievement of the program objectives and the major strengths and weaknesses of the program as well as recommendations for improvement.

Professional Certification and Licensure

At the conclusion of the Program, graduates are eligible to apply to take the registry exam. Students who complete the curriculum successfully and will be graduating in August must have their ARRT applications signed by the program coordinator before they can begin the process of registering to take this exam. Handbooks will be given to the students in RT 240 and students may apply for their window of testing before completion of their final class. The student should follow all instructions in the ARRT Application and Examinee Handbook.

An application for the Maryland license can be obtained through the Board of Physicians Quality Assurance in Baltimore. Contact information will be provided in RT 240. Students who wish to obtain a State of Virginia license should contact the appropriate agency (information is located in the ARRT text booklet). At the present time no licensure exists in D.C.. ARRT credentials are necessary in all cases, in any state.

PROFESSIONAL ACTIVITIES AND ORGANIZATIONS

The Radiologic Technology Faculty at Montgomery College will encourage student participation in professional activities and organizations. These tools enhance learning experiences. In view of this, it is recommended that each student support a professional society during their two years in the program by becoming a member.

Professional organizations in Radiologic Technology promote student participation by offering special membership fees. The following organizations are recommended to the student for consideration:

1. The American Society of Radiologic Technologists
2. The Maryland Society of Radiologic Technologists
3. The Central District of the Maryland Society of Radiologic Technologists

Aug 07/rma

Memo of agreement is provided to all accepted students of the Radiologic Technology Program. A sample of this agreement is available for perusal (and not for signature) on page 66 of this handbook.

This agreement, when signed by enrolled radiology student indicates that they have accessed and obtained the current student handbook available on the web page. A hard copy of the handbook is available in the Radiologic Technology classroom and with the Program Coordinator. Each clinical site is provided with a hard copy of this handbook. The handbook on the web page is updated as policy and procedure changes dictate and these updates will be noted as such on the web page. Hard copies will only be updated once a year.

MONTGOMERY COLLEGE

Takoma Park/Silver Spring Campus

Radiologic Technology

MEMORANDUM OF AGREEMENT

I have read the Radiologic Technology Program Student Handbook in its entirety and I am familiar with its contents. I expect any violation to result in appropriate action.

I understand that it is my responsibility to review the appropriate sections of the Handbook when confronted with a specific problem or concern and then contact the Clinical Coordinator or Program Coordinator at the time I would like clarification of program expectations.

I understand that all information regarding a patient or former patient is confidential and is to be used only for educational purposes in the instructional setting.

I understand that I will be a guest in the Clinical Education Settings and will conduct myself accordingly. All known rules and regulations will be followed.

I understand that the Clinical Education Settings may vary in location and all students are expected to meet the same requirements: therefore distance and weather do not change the program schedule unless classes are cancelled.

I understand that I may not function independently as a technologist and the Clinical Instructor will determine appropriate supervision and I will request the presence of a registered technologist when I repeat any radiographs.

I understand that I will receive a syllabus for each professional course in the curriculum and will abide by those requirements for each course as appropriate.

I understand, as a student in the Montgomery College Radiologic Technology Program, I represent not only the College but the Clinical Education Settings in my contact with patients, visitors and members of the community. The impression I leave with each person is very important to the affiliate and all the people involved in the healthcare team as well as my fellow students. I understand the clinical affiliation reserves the right to refuse admission to any Radiologic Technology student who is involved in any activity not considered professional or conducive to proper patient care.

DATE

SIGNATURE