2017

BUCKS COUNTY COMMUNITY COLLEGE

RADIOLOGIC TECHNOLOGY STUDENT HANDBOOK

Radiography Program
BCCC
03/17

WELCOME

Welcome to the Bucks County Community College and the Radiography Program. You will spend the better part of two years completing the courses of the Radiography Program. The courses will be rigorous, and at times you may wonder what you have gotten yourself into, but your perception of intensity has much to do with the amount of time, dedication and commitment you spend towards your chosen profession. You will have to absorb a lot of information and apply that information in the laboratory setting and clinical setting. You will have to develop critical thinking skills, empathy, and knowledge relating to the field of Radiography. That is how it is in the clinical situation. Every patient, every situation is unique. You can't memorize all the answers, but you will be expected to apply basic radiography skills that you have learned. You will be educated and held accountable for your professional attributes. What are professional attributes? They are those qualities—over and beyond the knowledge you gain and the skills you learn—which are essential for your success in the classroom and clinical sites. In broad terms, you will be expected to demonstrate respect for others, communicate effectively, cooperate with fellow workers, and display the dependability expected of a professional. Treat your classmates, instructors, patients, and co-workers, as you would like to be treated.

What do we say to those who find no relationship between the behaviors you display in school and those you display at work? Nonsense! Picture the prospective employer inquiring about a recent graduate whose memorable features were consistent tardiness, inability to work with others, and whining at every opportunity. That is not someone the employer wants as a team member. That is not the person you would want taking care of your loved one in the hospital. That is not the type of person you would want taking your x-ray! Those who make the most of the program learn early on that the classroom instructors, clinical personnel, and other college personnel work extremely hard to build a bridge for you to successfully graduate and realize your dream. You can become a Radiographer (RT) and enjoy a rewarding and successful career. It is up to YOU, the student, to be successful. We are here to help you achieve your goals.

ACCREDIATION

The Bucks County Community College Radiography Program started in 2003 and received a 2 year accreditation status from the Joint Review Committee on Education in Radiologic Technology (JRCERT). In 2015, the program received a 2 year accreditation from the Joint Review Committee on Education in Radiologic Technology. The program is also accredited by The Middle States Commission on Higher Education.

Bucks County Community College - Radiography 2010-2015
Program Completion Rate: 84%
Credential Examination Pass Rate: 90%
Employment Rate: 92%
www.JRCERT.org

Disclaimer: These program policies and regulations are subject to change at the discretion of the Program Director and faculty.

Department Contacts:

Colleen Cardilla B.S., R.T. (R) (CT) (267)685-4821, colleen.cardilla@bucks.edu
Program Director

Stephanie Moffo M.S.Ed, R.T. (R) (267)685-4839, stephanie.moffo@bucks.edu
Clinical Coordinator

Part-time Faculty
Anita Mangold B.S., R.T. (R)
Marie Ruoff B.S., R.T. (R), ARDMS
Christine Spor B. S., R.T. (R) (CT)

Clinical Sites
All JRCERT sites are listed in the back.

Disability Accommodations:
In compliance with the Bucks County Community College policy and equal access laws, appropriate academic accommodations can be made for students eligible for such support. Students are encouraged to register with the Accessibility Office (215-968-8463) to verify their eligibility for appropriate accommodations. Please speak to your instructor about any requests for academic accommodations or other concerns as early in the semester as possible.

Non-Discrimination Statement
Bucks County Community College does not discriminate in its education programs, activities, or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, veteran status, union membership, or any other legally protected category. This policy is in accordance with state law, including the Pennsylvania Human Relations Act, and with federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and the Americans with Disabililites Act of 1990.

PROGRAM PHILOSOPHY, MISSION, AND GOALS

Philosophy of the Program

The faculty believes that every individual has the capacity to develop in a self-actualizing manner. Only the student knows his/her innate capabilities. With the program providing the proper environment for learning, the students will be encouraged to discover their true abilities and develop them to maximum effectiveness.

The student is introduced step by step to the complexities of the field of medical diagnostic radiography; with each step completed a sense of accomplishment and worth is acquired by the student. The faculty does not expect the students to attempt any exam in which they have not received instruction. What is expected is the continued development of maturity, responsibility and professionalism with the help of the faculty and staff radiographers as models.

Program Mission

The mission of the Radiography Program is to provide each student with the instruction, skills, and learning experiences to become a compassionate, knowledgeable, and competent entry-level radiographer.

Program Goals

1. Function as competent, entry-level professionals that meet the medical imaging needs of the surrounding community
    a. Students will be able to adequately perform procedures at entry level competence.
    b. Students will select appropriate technical factors for quality patient exams.
    c. Students will demonstrate proper radiation practices.

2. Demonstrate appropriate, professional communication skills.
    a. Students will demonstrate effective communication strategies with patients and family members, the public and members of the healthcare team.
    b. Students will practice written communication skills

3. Develop and practice effective problem solving skills and critical thinking skills.
    a. Students will be able to adequately perform non-routine procedures at entry level competence.
    b. Students will be able to adequately alter technical factors in non-routine situations.

4. Conduct him/herself in a professional manner.
    a. Students will demonstrate professional behavior
    b. Students will recognize the benefits of professional development

Bucks County Community College
A.A.S Radiography
Curriculum by Semester

Semester 1- Summer	**Credits**
COLL101- College Success Seminar	1
MEDA120: Medical Terminology	3
*MATH120: College Algebra	3
**BIOL181: Anatomy & Physiology I	4

Semester 2- Fall	
RADI100: Introduction to Radiography	3
RADI105: Radiographic Procedures I	3
RADI110: Image Production and Evaluation	3
RADI115: Radiation Physics	3
RADI120: Clinical Experience I	2

Semester 3- Spring	
RADI125: Radiographic Procedures II	3
RADI130: Radiation Protection and Biology	3
RADI135: Advanced Imaging I	3
RADI140: Clinical Experience II	2
COMP110: English Composition I	3

Semester 4- Summer	
RADI200: Clinical Experience III	3
COMP111: English Composition II	3
COMM110: Effective Speaking	3

Semester 5- Fall	
RADI205: Radiographic Procedures I	3
RADI210: Advanced Imaging II	3
RADI215: Clinical Experience IV	3
PSYC110: Introduction to Psychology	3

Semester 6- Spring	
RADI220: Registry Review	2

RADI225: Pathology	2
RADI230: Quality Assurance	2
RADI235: Clinical Experience V	3
Humanities Elective	3

*Math 120: *Prerequisite*: Math placement test score of 7 or better or Math 103 (C or better)

** BIOL 181: *Prerequisite: CHEM* 101 (C or better) or CHEM 121 (C or better) or recent High School Chemistry (C or better) and approved by the STEM Department

Clinical Experience Schedule:

First Year Students:	8am-4pm: Tuesday and Thursday
12 week Summer Semester:	8am-4pm: Tuesday, Wednesday and Thursday Pediatric, Evening and Trauma Rotations begin
Second Year Students:	8am-4pm Monday, Wednesday, and Friday Pediatrics, Evening Rotation, Trauma Rotation, Advanced Modalities rotation

Radiography Program Booklist

Course/Courses	Book and Author	ISBN Number
RADI100: Introduction to Radiography	Introduction to Radiologic and Imaging Sciences and Patient Care, 6th Edition, By Arlene M. Adler and Richard R. Carlton	ISBN: 9780323315791
RADI105: Radiographic Procedures I, RADI125: Radiographic Procedures II, RADI205: Radiographic Procedures III	Merrill's Atlas of Radiographic Positioning and Procedures, 13th Edition, Volume 1-3	ISBN: 9780323263412
	Merrill's Atlas of Radiographic Positioning and Procedures, 13th Edition Workbook	ISBN: 9780323263382
RADI110: Image Production and Evaluation, RADI115: Radiation Physics, RADI135: Advanced Imaging I, RADI210: Advanced Imaging II	Radiologic Science for Technologists, 11th Edition by Stewart C. Bushong	ISBN: 9780323353779
RADI130: Radiation Protection and Biology	Radiation Protection in Medical Radiography, 7th Edition, By Mary Alice Statkiewicz Sherer, Paula J. Visconti, E. Russell Ritenour and Kelli Haynes	ISBN: 9780323172202
	Radiation Protection in Medical Radiography, 7th Edition, By Mary Alice Statkiewicz Sherer, Paula J. Visconti, E. Russell Ritenour and Kelli Haynes Workbook	ISBN: 9780323222167
RADI220: Registry Review	Elseviser Adaptive Quizzing for Imaging Sciences, 2nd Edition	ISBN: 9780323554909
RADI225: Pathology	Radiographic Pathology for Technologists, 6th Edition by Nina Kowalczyk	ISBN: 9780323089029
RADI230: Quality Assurance	Quality Management in the Imaging Sciences, 5th Edition by Jeffrey Papp	ISBN: 9780323261999

Books outside the Bundle:

RADI135: Advanced Imaging I	Digital Radiography and PACS, 2nd Edition, By Christi Carter and Beth Veale	ISBN: 9780323086448

RADIOGRAPHY COURSE DESCRIPTIONS

RADI 100: Introduction to Radiography: A course that trains students for a career in Radiography. An introduction to the hospital, radiology department, and the school. Also, basic concepts of patient care, including physical and psychological needs of the patient and family, routine and emergency patient care procedures, infection control, ethical principles, legal terminology, concepts and principles.

RADI 105: Radiographic Procedures I: Radiographic Procedures I is designed to provide the knowledge base necessary to perform standard radiographic procedures of the chest, upper extremity and lower extremity. This course combines didactic coursework and laboratory stimulation. The laboratory portion of the course gives the student opportunity to practice and demonstrate their proficiency.

RADI 110: Image Production and Evaluation: This course is designed to provide a knowledge base of factors that influence the production and recording of radiologic images. Film, image production, and related accessories will be discussed. Class demonstrations/labs will be used to demonstrate the application of theory. A basis for analyzing radiographic images will be provided.

RADI 115: Radiation Physics: This course is designed to provide a basic knowledge of atomic structure and terminology. Concepts of electricity, magnetism, electromagnetic radiation, electric motors, rectification, and the x-ray tube will be presented. The nature and characteristics of radiation, x-ray production, and photon interactions with matter will also be discussed.

RADI 120: Clinical Experience I: Students will be assigned to clinical areas that coincide with didactic information covered in first and second semester. Students will be oriented as they pertain to the clinical rules and regulations, the department to which they are assigned, and the clinical education handbook. Students will attend clinical education for 16 hours per week.

RADI 125: Radiographic Procedures II: Radiographic Procedures II is designed to provide the knowledge base necessary to perform standard radiographic procedures of the abdomen, spine, pelvic girdle, boney thorax and mobile studies. This course combines didactic coursework and laboratory stimulation. The laboratory portion of the course gives the student opportunity to practice and demonstrate their proficiency.

RADI 130: Radiation Protection and Biology: Principles of radiation biology, including the interaction of radiation with living tissue and the methods used to protect the patient, radiographer, and others are the major topics covered within this course.

RADI 135: Advanced Imaging I: This course provides the student with a detailed understanding of various radiographic imaging techniques, procedures, and equipment. Those topics explored include: film, film intensification screens, and introduction to computers, digital radiography, PACs systems, mobile radiography, image intensification, fluoroscopy, and tomography.

RADI 140: Clinical Experience II: Students will be assigned to clinical areas that coincide with didactic information covered in first, second and third semester. Students will be oriented as they pertain to the clinical rules and regulations, the department to which they are assigned, and the clinical education handbook. Students attend clinical education for 16 hours/week.

RADI 200: Clinical Experience III: Students will be assigned to clinical areas that coincide with didactic information covered in their 1st year. Students will be oriented as they pertain to the clinical rules and regulations, the department to which they are assigned, and the clinical education handbook. Students attend clinical education for 24 hours/week.

RADI 205: Radiographic Procedures III: Radiographic Procedures III is designed to provide the knowledge base necessary to perform standard radiographic procedures of the cranium, sinuses, facial bones, and contrast media procedures. This course combines didactic coursework and laboratory stimulation. The laboratory portion of the course gives the student opportunity to practice and demonstrate their proficiency.

RADI 210: Advanced Imaging II: This course is a continuation of Advanced Imaging I and provides the student with a detailed understanding of various radiographic imaging techniques, procedures, and equipment. The major topics that are included are introduction to all modalities and introduction to cross sectional anatomy.

RADI 215: Clinical Experience IV: Students will be assigned to clinical areas that coincide with didactic information covered in previous semesters. Students will be oriented as they pertain to the clinical rules and regulations, the department to which they are assigned, and the clinical education handbook. Students attend clinical education for 24 hours/week.

RADI 220: Registry Review: This course is designed to provide a review of all previously studied radiography course work in preparation for the ARRT examination.

RADI 225: Pathology: This course is designed to provide the student with an introduction to pathology related to medical-surgical diseases and injury. Diseases that are demonstrated using radiographic procedures are the primary focus. The various modalities used to demonstrate pathologies are also discussed.

RADI 230: Quality Assurance: This course provides the student with the effective and corrective measures to ensure production of high quality radiographs. Applicable state, federal, and non-governmental regulations are also presented.

RADI 235: Clinical Experience V: Students will be assigned to clinical areas that coincide with didactic information covered in their previous semesters. Students will be oriented as they pertain to the clinical rules and regulations, the department to which they are assigned, and the clinical education handbook. Students attend clinical education for 24 hours/week.

POLICIES, RULES, AND REGULATIONS

This Program of Radiography is based on two separate and distinct concepts: technical and ethical. The technical portion deals with the didactic and practical training. The ethical portion governs the student's personal and professional behavior and attitudes.

Upon admission to a radiography program, the student is entering a unique world. The rules and customs encountered in the hospital will differ from any you have been subject to before. The primary concern of both employees and students must be for the welfare of the patient.

A student's ethics dictates his or her behavior and attitudes both in the classroom and clinically. Since you are preparing to assume the responsibilities of the professional radiographer, part of this responsibility is to conduct yourself in a dignified manner fitting the medical profession. Carefully, study the following pages. These are guidelines with which the student will know what is expected of him/her.

PROGRAM OF RADIOGRAPHY POLICIES

I. Attendance

A. Attendance and Punctuality Policy
B. Holidays
C. Bereavement Policy
D. Severe Weather Policy

II. Academic and Clinical Requirements

A. Technical Standards Policy
B. Student Advisement
C. Academic Grading System
D. The Clinical Competency Evaluation System
E. ARRT Clinical Competency Requirements
F. Supervision of Study Policy- Direct and Indirect Supervision
G. Repeat Radiograph Policy
H. Remediation Plan for Clinical
I. Due Dates of ARRT Clinical Competencies by Semester
J. Continual Competency Evaluations
K. Terminal Competency Evaluations
L. Clinical Experience Grade
M. Clinical Rotation Policy
N. Requirements for Graduation

III. Professional Behavior and Conduct

A. Conduct and Disciplinary Policy
B. Disciplinary Misconduct

C. HIPAA Policy
D. Substance Abuse Policy
E. Grievance Procedure for Students
F. Responsibility of Students to Supervising Technologist
G. Radiology Department Regulations and Expectations
H. Care of Personal Items
I. Dress Code
J. Uniform Policy

IV. Miscellaneous Policies

A. Radiation Monitoring Policy
B. Threshold Dose Limit Protocol
C. Pregnancy Policy
D. Telephone Use Policy/Electronic Device Policy
E. Meal-time Break Policy
F. Policy for Equipment Breakage and Student Accidents
G. Communicable Disease Policy
H. Policy on Seasonal Influenza Vaccination of Students
I. Infection Control Policy
J. Withdrawal from Program Policy
K Tuition and Fees
L. Tuition Refund Policy
M. Student Right to Contact the JRCERT
N. Transfer Policy
O. College Facilities

I: Attendance

A. Attendance and Punctuality Policy

Our curriculum is designed to enable the student to integrate the didactic portion of the program with patient care in a progressive manner. Attendance and promptness to **both** class and clinical assignments is not only mandatory but highly valued in order for the student to receive the best education and successfully complete the program.

Students are expected to attend and participate in all scheduled didactic and clinical education classes. Students should schedule all appointments, medical and other, during times when they are not participating in didactic or clinical education experiences.

If a student is absent, the clinical site must be notified prior to 8am, as well as, the radiography program. If this is not done, it will result in disciplinary action.

If the student is taking a day off and will know in advance, they are required to fill out the time-off form and have the clinical site sign, notifying them of the absence in the future.

That time-off form will then be handed to the clinical coordinator of the program, notifying the school of the absence.

Student attendance is tracked by www.ontheclock.com. TAMPERING WITH OR FALSIFICATION OF TIME RECORDS WILL RESULT IN DISMISSAL

The student is required to only clock in for themselves. Any student that has clocked in for other students will be deducted an absence from clinical.

Didactic Attendance per Semester:

# of Class Meetings	**Attendance Outcomes**	
2 days/week	3rd absence will result in a 10 point deduction	Each additional absence will result in an additional 10 points deduction from final grade.
3 days/week	4th absence will result in a 10 point deduction	

Didactic Lateness per Semester:

# of Tardies	**Lateness Outcomes**	
2 tardies	2nd tardy will result in 5 points deduction from final grade	Arrival 15 minute or later will result in an unexcused absence.
More than 2 tardies	Each additional tardy will result in an additional 5 points deduction from the final grade	

Clinical Attendance per Semester:

# of Clinical Days a Week	**# of Days off allowed a Semester**	**Attendance Outcome**	
2 Clinical Days (1st year)	1 day off a semester allowed	2nd absence will result in a 10 point deduction	Each additional absence will result in an additional 10 points deduction from final grade.
3 Clinical Days (2nd year)	2 days off a semester allowed	3rd absence will result in a 10 point deduction	

Clinical Lateness per Semester:

# of Tardies	**Lateness Outcomes**	
2 tardies	2nd tardy will result in 5 points deduction from final grade	Arrival 15 minute or later will result in an unexcused absence.
More than 2 tardies	Each additional tardy will result in an additional 5 points deduction from the final grade	

B. Holidays

The Radiography Program is closed for all holidays that are observed by Bucks County Community College. Please go to the academic calendar on www.bucks.edu for specific dates.

C. Bereavement Policy

In the event of the death of a close relative (parent, grandparent, brother, sister, wife, husband, or child), three days off will be granted upon the notification to the Director's office.

D. Severe Weather Policy

At times inclement weather will force the closing of the College or delay its opening. The closure will include both class and clinical days. Announcements of closings and delays are made on www.bucks.edu or your local news stations. If there is a delay opening, the school and clinical students will report at 11am to their designated area.

II. Academic and Clinical Requirements

A. Technical Standards Policy

In keeping with the goals of the Radiologic Technology Program, the highest priority is placed upon developing graduates who are competent, caring technologists possessing the skills of life-long learning needed to incorporate new knowledge and methods into their practices and to adapt to a changing medical environment. The faculty has determined that certain technical standards are prerequisites for admissions, progression, and graduation for the Radiologic Technology Program.

An individual must be able to independently, with or without reasonable accommodation, meet the following technical standards of general abilities and specifically those of observation; communication; motor, intellectual, conceptual, integrative, and quantitative abilities; as well as essential behavioral and social attributes. Individuals unable to resolve deficiencies in these technical standards, with or without reasonable accommodation, are counseled to pursue alternate careers.

In addition to academic standards, the following technical standards are required for admission to the radiography program.

- Communicate to the patient in order to converse and instruct
- Hear a patient speak in a normal tone from a distance of 20 feet.
- Observe the patient in order to assess the patient’s condition or needs from a distance of 20 feet.

- Read the patient medical chart and/or physician orders.
- Transport, move, lift or transfer patients from a wheelchair or litter to an x-ray table or to a patient's bed;
- Move, adjust and manipulate a variety of x-ray equipment with respect to the patient and image receptor according to established procedures and standards of speed and accuracy (to include mobile equipment) and;
- Physically place patients in proper positions for x-ray examinations according to established procedures and standards of speed and accuracy.
- Handling stressful situations related to technical, procedural or patient care situations; providing physical and emotional support to patients during procedures;
- Physically be able to administer emergency care including performing CPR
- Visually reviewing and evaluating radiographic images to identify shades of gray, proper patient positions, proper exposure factors and other appropriate technical qualities.

B. Student Advisement

Upon entrance into the Radiography major, the student is designated an academic advisor. Each student is expected to actively participate in the advising process. The academic advisor will serve as a guide and support throughout the student's tenure in the program. Radiography courses are only offered in certain semesters and careful planning is critical to timely completion of degree requirements. The availability of academic advisement does not reduce the student's responsibility for academic decisions. Final responsibility for attaining degree requirements rest solely with the student.

Should any difficulties arise that may impact upon the student's education; the student is expected to make an appointment with the advisor promptly. Communication is an important aspect of professional development. Although the student is expected to handle situations to the best of the student's own ability, there may be times when it is better to make the advisor aware that a difficult situation is beginning. Talking with an advisor maintains a channel of communication in the event that changes in the student's status may be made.

The role of the Academic Advisor is to assist the student with:

1. Program planning
2. Strategies or approaches to successful goal achievements
3. Comprehension of the complete requirements of the program
4. Maintenance of satisfactory academic progress and professional development
5. Referrals, as needed, to counseling services for educational, personal or emotional difficulties

In addition, the advisor is informed about the student's academic progress. The student and advisor should review the potential need for additional intervention in the event of the student's substandard performance.

Other resources available to each student include:

1. The Director of Student Life Services (215-762-8518)

2. The Student Counseling Center (215-762-7625)
3. The Center for Student Academic Resources (215-762-7682)

C. Academic Grading System

The BCCC Radiography Program follows Bucks County Community College's grading policies with one exception. Radiography didactic and clinical course work requires an 80% average or better. All transcripts show a letter grade so the grading scale is as follows:
A= 90-100%
B+= 87-89%
B = 80%-86%
F= 79% or below

D. The Clinical Competency Evaluation System

The clinical evaluation system is designed to test the students' performance at various levels of competency.

For successful completion in each of the positioning units, the student must:
1. Pass a written test on didactic information.
2. Laboratory practice on a non-patient in the radiography program laboratory.
3. Two practical experiences on patients with direct supervision and documentation using the pre-assessment form,
4. Clinical competency examination.
5. Successful completion will permit students to continue to pursue competency in new units. Failure in testing will require the student to return to appropriate level of instruction.

E. ARRT Clinical Competency Requirements

Each semester, the students' clinical assignments correlate with classroom instruction. The clinical instructor may make changes of the scheduled room assignment for the enhancement of the students' clinical education experience.

Listed below are the primary procedures associated with a radiology department. These procedures are listed under the title of Mandatory or Elective. Clinical competencies in mandatory procedures are required for graduation. Clinical competencies in elective procedures will enable the student to increase skills and grades. A minimum of 15 ARRT approved elective competencies must be completed to fulfill program requirements.

Trauma is considered a serious injury or shock to the body. Modifications may include variations in positioning, minimal movement of the body part, etc.

There are times when a mandatory or elective procedures are not available for the student. A maximum number of eight (8) competencies may be completed under simulated conditions if the clinical instructor verifies infrequent or limited volume of the procedure.

Simulations must meet the following criteria:

1. the student is required to competently demonstrate skills as similar as circumstances permit to the cognitive, psychomotor, and affective skills required in the clinical setting
2. The program director is confident that the skills required to competently perform the simulated task will generalize or transfer to the clinical setting.

Examples of acceptable simulation include: demonstrating CPR on a mannequin; positioning a fellow student for a projection without actually activating the x-ray beam, and evaluating an image from a teaching file; performing venipuncture by demonstrating aseptic technique on another person, but then inserting the needle into an artificial forearm or grapefruit.

- In the event competencies cannot be completed within the semester due, the student is allowed to simulate the study but will only receive ½ credit for the competency.

F. Supervision of study policy- Direct and Indirect Supervision

Radiography students will not be scheduled for clinical rotations in the Radiology Department without a registered radiographer's supervision. This means that the registered radiographer will be immediately available and in the surrounding area. All requisitions must be reviewed by a registered radiographer to determine the student's capability of handling the examination and the individual patient. All radiographs must be viewed and passed as acceptable by a registered technologist prior to the patient's dismissal from the department. ***If repeats are necessary, a registered radiographer must be present.***

Direct Supervision must be observed during the performance of Clinical Competencies The following parameters constitute direct supervision:
The qualified radiographer shall:

1. Review the request for examination in relationship to the student's achievement
2. Evaluate the condition of the patient in relationship to the student's knowledge
3. Be present during the examination
4. Review and approve the radiographs before the patient is released from the department

Students may perform radiographic procedures unaided once they have demonstrated competency in that area; however, the requisition must be reviewed by a R.T. before the student attempts it and must review the student's radiographs before the patient leaves the department. The supervising radiographer must stay within a distance of an adjacent room during the performance of the study. If there is any question as to the student's competency in performing the examination, a licensed radiographer must be present during the examination

Indirect Supervision may be used when the student has completed the Clinical

Competency for that particular study.
The following parameters constitute indirect supervision:

1. Supervision provided by qualified radiographer who is immediately available to assist students regardless of the level of achievement. "Immediately available" is the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed.
2. A qualified radiographer must always review and approve the radiographs prior to the release of the patient.

G. Repeat Radiograph Policy

Any radiographs that need to be repeated requires direct supervision in all situations.

H. Remediation Plan

For those instances when a student is unable to achieve a passing grade, the following protocol will be used:

Didactic (procedures course)

1. The instructor will record the grade achieved.
2. The student will review the corresponding text information.
3. The student will retake the test, in order to move ahead in their competency, original grade will stay in gradebook.
4. A Laboratory competency may not be completed until the passing test grade is earned.

Laboratory competency evaluation

1. The instructor will record the grade achieved.
2. The instructor will identify problem areas and demonstrate proper procedure, if needed.
3. The student will review and practice the procedure with classmate(s).
4. The student will make a new appointment to complete a laboratory evaluation.

Patient competency evaluations (initial, continual, terminal)

1. The instructor will record the grade achieved.
2. The instructor will identify problem areas and demonstrate proper procedure, if needed.
3. The instructor will develop an educationally valid plan of remediation as based upon the specific reason for failure and complete documentation on the remediation form.
4. The student will repeat the procedure for competency evaluation.

I. Due Date of ARRT Clinical Competencies by Semester

Mandatories

Chest		**Semester**
Chest- 2 view	M	1
Stretcher/Wheelchair Chest- 2 view	M	1
Upper Extremity		
Thumb/Finger	M	2
Hand	M	2
Wrist	M	2

Forearm	M	2
Elbow	M	2
Humerus	M	2
Shoulder	M	2
Shoulder Trauma- any trauma view (west point, Y, axillary, etc	M	2
Clavicle	M	2
Lower Extremity		
Foot	M	2
Ankle	M	2
Knee	M	2
Tibia/ Fibula	M	2
Femur	M	2

Spine/Pelvis		
Cervical Spine	M	3
Thoracic Spine	M	3
Lumbar Spine	M	3
Pelvis	M	3
Hip	M	3
Cross Table Lateral Spine (Horizontal Beam)	M	3
Cross Table Lateral Hip	M	3
Abdomen		
Abdomen Supine KUB	M	3
Abdomen Upright	M	3
Ribs	M	3

Mobile Studies/Peds Chest/Geriatric		**Semester**
Portable Chest	M	4
Portable Abdomen	M	4
Portable Ortho	M	4
*Peds Chest	M	4
*Geriatric Patient Chest	M	4
*Geriatric Patient Upper Extremity	M	4
*Geriatric Patient Lower Extremity	M	4

*Pediatric is a patient aged 6 or younger
*Geriatric patient is physically or cognitively impaired as a result of aging.

Trauma/C-Arm		**Trimester**
Trauma Upper Extremity (non-shoulder), must have an extra trauma view (cross table lateral, ulnar deviation)	M	5
Trauma Lower Extremity (must have an extra trauma view, cross table lateral, etc)	M	5

C-Arm Procedure (Requiring Manipulation to obtain more than one projection)	M	5
Surgical C-Arm Procedure (Requiring manipulation around a sterile field)	M	5

Electives- Candidate must complete 15 electives from list below

Imaging Procedures		**Trimester**
Scapula	E	5
AC Joints	E	5
Chest Lateral Decubitus	E	5
Sternum	E	5
Upper Airway (Soft Tissue Neck)	E	5
Patella	E	5
Calcaneus	E	5
Toe	E	5

Head- Candidates must select at least **one** elective procedure from this section. One Green and One Gold comp is needed for any procedure under the Head category

Imaging Procedures		**Trimester**
Skull	E	5
Paranasal Sinuses	E	5
Facial Bones	E	5
Orbits	E	5
Zygomatic Arches	E	5
Nasal Bones	E	5
Mandible (Panorex not acceptable)	E	5
Temporomandibular Joints	E	5

Imaging Procedures		**Trimester**
Sacrum and Coccyx	E	5
Scoliosis Series	E	5
Sacroiliac Joints	E	5
Abdomen Decubitus	E	5
Intravenous Urography	E	5

Fluoroscopy Studies- Candidates must select either Upper GI or Contrast Enema plus **one** other elective procedure from this section

Imaging Procedure		**Trimester**
Upper GI Series (single or double contrast)	E	5

need overheads		
Contrast Enema (single or double contrast) need overheads	E	5
Small Bowel Series	E	5
Esophagus	E	5
Cystography/ Cystourethrography	E	5
ERCP	E	5
Myelography	E	5
Arthrography	E	5
Hysterosalpingography	E	5

Pediatrics Electives: 6 years old and under

Imaging Procedure		**Trimester**
Upper Extremity	E	5
Lower Extremity	E	5
Abdomen	E	5
Mobile Study	E	5

J. Continual Competency Evaluations

Initiated during the first spring of the twenty-four month education, Continual Competency Evaluations will begin. This category is designed to ensure that the student has maintained competency in all previously tested categories.

The Continual Competency Testing will consist of one exam from each of the previously completed categories in which the student has previously proved to be competent. Patient exams will be utilized whenever possible. Simulations without x-ray exposure on non-patients will be substituted for exams not readily available for every student.

The criteria and evaluation forms will mimic those used in previous clinical competency evaluations. A minimum of one exam in each of the past categories must be challenged by the student. Unsatisfactory performance in these evaluations will require the student to receive instruction and review on this particular exam.

K. Terminal Competency Evaluations

Before graduation, the student will demonstrate final competency in clinical education. Before the student can advance to this level of competency, the student must complete one terminal competency evaluation in each category. The Clinical Instructor and student will work in a clinical assignment for the day. The student will be evaluated on various exams, on patients with a variety of conditions. These evaluations will be tabulated and discussed with the student. The criteria and evaluation forms will mimic those used in previous CCEs.

L. Clinical Experience Grade

Clinical Site and Educational Objectives are monitored for progress and achievement with three methods.

1. Clinical Competency System (Initial, continual and terminal)
    a. In the event competencies cannot be completed within the semester due, the student is allowed to simulate the study but will only receive ½ credit for the competency.
2. Bi-weekly Room Evaluations- The Bi-weekly Room Evaluation forms filled out by staff radiographers rate the student's performance for that week. Comments on each facet of appraisal are encouraged by the Program's personnel. The completed forms are reviewed and discussed by the Clinical Instructor and the student. The student signs the appraisal and it is kept in her/his file.
3. Semester Clinical Evaluations given at the conclusion of each semester- The Semester Clinical Evaluations mimic the Bi- weekly Room Evaluations but are utilized to summarize an entire semester. The faculty and student discuss the overall performance of the semester

M. Clinical Rotation Policy

All students will be required to rotate through the various clinical areas of the radiology departments in order to obtain the required clinical education. The program's officials will provide a schedule for all rotations.

Rotations hours are:
8:00 A.M. – 4:00 P.M. Monday-Friday
During their training students will be required to rotate among various imaging centers to further their knowledge in the outpatient setting.

Evening rotations will be provided and will be scheduled from 4:00pm-10:00pm. This shift increases the student's clinical proficiency by providing opportunities for more varied and unique radiography experiences. Evening rotations will be done in the 2nd year and will only consist of, at most, three rotations during the 2nd year clinical experience.

Pediatric rotations will scheduled during the 2nd year at Children's Hospital of Philadelphia.

N. Requirements for Graduation

The graduate Associate in Applied Science in Radiography is educated to function as a diagnostic radiographer in a variety of settings, such as hospitals, imaging centers and private offices. The graduate integrates the components of radiologic science to function as a member of the health care delivery team within the scope of radiography practice.

To be eligible for graduation, the student must:

1. The student meets all didactic educational requirements.
2. The student meets all clinical education requirements.
3. The student meets all the financial obligations.

4. The student returns or replacement of school, library, resource materials, ID badges, and monitoring devices.
5. The student completes an exit interview with a faculty member.

*If a student is not at the competence level deemed sufficient for successful results of the ARRT examination, the program director reserves the right to not supply the signature until achieved by 75% passage of the PA state Radiologic Technology exam.

III. Professional Behavior and Conduct

A. Conduct and Disciplinary Policy

All students will conduct themselves in an ethical and professional manner at all times while on duty and on hospital premises.

The school follows the three strikes rule when dealing with disciplinary misconduct. The disciplinary misconduct does not have to be the same offense to go through the progressive sequence. The Radiography Program will not tolerate any misconduct over the three strikes that are given to each student.

1. On the first offense, the student will receive a **verbal warning.** The student will initial the written documentation of the verbal warning. The faculty member will sign it and it will be placed in the student's permanent file.
2. On the second offense, the student will receive a **written warning**. A written warning will be issued from a faculty member to a student for the second offense. This warning will also be signed by both the faculty member and the student. The student's signature does not necessarily indicate that the student is in agreement with the warning but does indicate that the student has been made aware of the warning. This document also gets placed in the student's permanent file.
3. On the third offense, the student will be **dismissed** from the program.
   *if the student does not agree with the disciplinary action, they must follow the Due Process Grievance Procedure indicated in Section E.

B. Disciplinary Misconduct

Rules and regulations must be established that serve as guidelines for appropriate behavior and to aid us in providing the best care for the patient. Disciplinary policies are progressive for the Program with the exception of student's actions that are flagrant or severe violations of rules or regulations. Any of the following actions or behaviors would be regarded as just cause for disciplinary action:

1. Abuse or assault of visitors, patients, students, or hospital personnel.
2. Use or possession of alcoholic beverages on hospital or college premises.
3. Refusal to accept a reasonable clinical assignment.
4. Willful misuse of hospital equipment or property.
5. Insubordination.
6. Violation of safety rules.

7. Excessive absence and/or tardiness.
8. Failure to report absence promptly.
9. Possession or use of illegal drugs.
10. Falsification of any hospital or school records
11. Leaving the clinical area without permission.
12. Sleeping on clinical assignment.
13. Disclosing confidential information without authorization
14. Leaving patients unattended during radiographic procedures.
15. Failure to report to clinical assignment in proper professional attire as stated by the dress code.
16. Stealing from patients, students, or hospital personnel.
17. Smoking in areas where it is prohibited.
18. Chewing gum or tobacco while on clinical assignment.
19. Violation of Supervision of Student Policy-Direct and Indirect Supervision Policy

C. HIPAA Policy

The HIPAA Privacy regulations require health care providers and organizations, as well as their business associates, develop and follow procedures that ensure the confidentiality and security of protected health information (PHI) when it is transferred, received, handled, or shared. This applies to all forms of PHI, including paper, oral, and electronic, etc. Furthermore, only the minimum health information necessary to conduct business is to be used or shared.

All students are to abide by HIPAA regulations and procedures that are established in the healthcare setting. Any HIPAA violation by a student will result in disciplinary action.

D. Substance Abuse Policy

BCCC has established policies, rules and regulations that proscribe the standards of conduct expected of students and members of the College community. This standard of conduct includes the prohibition of the use of the possession or dissemination of narcotics or other mind-altering drugs, other than those medically prescribed, properly used, and in the original container, by student on the College property or the clinical setting.

Any student discovered to be violating these rules is subject to immediate suspension or dismissal. Such action will be taken independently of any criminal action that may arise from a violation of civil law governing these areas.

E. Grievance Procedure for Students

The Resolutions of Student Concerns is utilized by the Radiography Program and Bucks County Community College. The Student Grievance Procedure can be found in the College Catalog or online at www.bucks.edu/catalog.

The following is an outline of the steps to be followed:

1. Students should discuss their concern/issue with faculty, or at point of origin.

2. If the issue is not resolved, student should consult with the department head.

3. If the issue is not resolved, the student should consult with the academic dean.

4. If the issue is still unresolved, the student should consult with the Provost/Dean, Academic Affairs

5. If a student thinks he is not getting a fair hearing or feels the need for an ombudsman, the student should contact the Dean, Student Affairs.

All grievances are addressed in a timely manner.

F. Responsibility of Students to Supervising Technologist

1. Students are directly responsible to the supervising technologist(s) in charge of the area of clinical assignment and are subject to the authority of such supervising personnel.
2. The supervising technologist(s) are responsible to make decisions regarding patient care.
3. The student is responsible to carry out any order given by the supervising technologist or staff physician.
4. It is the responsibility of the student to inform the supervising technologist of his or her whereabouts whenever the student must leave the area of clinical assignment.
5. Students are required to report back to the area of clinical assignment promptly after break or lunch.

G. Radiology Department Regulations and Expectations

1. Smoking, eating, and drinking are limited to specific areas.
2. Chewing gum is not allowed in the clinical area.
3. The student must leave all equipment and his section or area of the department in a clean, orderly condition.
4. Each assignment area in which the student is performing procedures should be cleaned after each patient and linen and supplies should be stocked and/or restocked as needed.
5. A student is responsible for his or her patient until the examination is completed or a student is relieved of his/her duties.

H. Care of Personal Items

Lockers may be provided for student use. All personal items such as pocketbooks, coats, sweaters, food, or drink may not be brought into the x-ray rooms or working areas. Books and other personal items should be placed in lockers or taken home at the end of the day. The clinical sites are not responsible for items stolen while not under lock and key.

I. Dress Code

All students must be identified as students at all times while in the clinical setting. Upon reporting for their clinical rotations, the student should have in their possession:

1. Lead markers
2. BCCC identification badge
3. Monitoring device.
4. Students should also wear a wristwatch, have a pen, and carry their technique book while on clinical assignment.
5. All students are expected to present a professional appearance at all times and be in the official program uniform while in the clinical setting.

J. Uniform Policy

Female Uniform

1. Clean, navy blue shirt/pants with BCCC emblem on left sleeve.
2. White sneakers (no colored trim) or white duty shoes must be worn. No clogs, sandals, boots are allowed.
3. A short blue or white lab coat may be worn over the shirt.
4. All undergarments should be discreet and not show through the uniform.
5. Makeup and jewelry should be kept to a minimum.
6. Students are required to wear a wristwatch. Earrings should be plain, pierced, post type and paired. Hoop, costume pendants, large medallions, numerous bracelets, and numerous rings are not permitted.
7. Long nails and acrylic nails are not permitted.
8. Visible tattoos must be covered.
9. Makeup is to be discreet for professional daytime wear.
10. Perfume is prohibited due to the possibility of patient allergies.

Male Uniform

1. Clean, navy blue shirt/pants with BCCC emblem on left sleeve.
2. White sneakers (no colored trim) or white duty shoes must be worn.
3. A short blue or white lab coat may be worn over the polo shirt. No clogs, sandals, or boots are allowed.
4. Jewelry should be kept to a minimum.
5. Students are to wear a wristwatch. Hoop, costume, pendants, large medallions, numerous bracelets and numerous rings are not permitted. Long nails are not permitted. Visible tattoos must be covered.
6. Males may wear beards or mustaches provided they are well groomed.

G. Professional Society Policy

During the 24 month training program, students will be exposed to the professional societies representing Radiologic Technologists. The program encourages students to

seek membership in the Philadelphia Society of Radiologic Technologists (P.S.R.T.) and/or ASRT.
It is your chosen profession!

IV. Miscellaneous Policies

A. Radiation Monitoring Policy

The Radiography Program and its clinical affiliates operate under the radiation protection concepts of ALARA (As Low as Reasonably Achievable). The Radiologic Technology Department has developed policies and procedures concerning radiation monitoring of the student radiographers so as to be in accordance with state and federal regulations. Additional instruction for the use, care and wearing of these badges is given during the program orientation lectures.

1. All students must wear a radiation monitoring device whenever the student is in the clinical assignment area.
2. Badges should be worn on the front of the student, at collar level, during routine studies and on the outside of the lead apron at the collar level for studies requiring the use of lead aprons.
3. The badge will be changed on a quarterly basis.
4. The student must immediately report any and all unusual incidences concerning the radiation badge to the Department Chair.
5. The reports are reviewed quarterly by the Program Director. **The readings of the badges will be initialed by the student to confirm reviewing the document**. A copy is also maintained in the program office and becomes part of the student's permanent record.
6. If the student loses their radiation badge, immediately report the loss to the Program Director so that another film badge may be ordered.
7. Students may not in any way deliberately tamper with the radiation monitor so as to give a false or erroneous radiation reading. Proof of such tampering would result in disciplinary action.
8. In accordance with the National Council on Radiation Protection Report #48, "No person shall be employed specifically to hold patient, nor shall members of the Radiology Department who are classified as radiation workers, be asked to do so."
   - **A student within the Program of Radiologic Technology shall not be permitted to hold or restrain patients during radiographic exposures. This policy does include the holding/restraining of a patient, body part and/or image receptor.**
   - In instances where patients restraining must be used, the student is encouraged to employ restraining devices such as tape, sandbags, sheets, etc. In the event these devices fail, students are encourage to solicit assistance from non-radiology workers such as aides, orderlies, nurses, clerical staff or members of the patient's family.
   - Such persons shall be provided with a protective apron and gloves and are instructed to position themselves such that the primary useful beam does not strike any part of their body.

9. The radiation monitoring badge should NOT be worn when a student has radiographic procedures performed for diagnostic or therapeutic purposes.

B. Threshold Dose Limit Protocol:

According to the NCRP, a student in Radiography has a dose limit of 1mSv (100mRem) a year. The radiation badge reports are received on a quarterly basis and in the unit of "mRem". In accordance with the principle of ALARA, any student who has reached ¾ of that dose limit (**75 mRem**) will proceed through the following steps:

1. A student will be scheduled to meet with the Clinical Coordinator and Program Director
2. A determination will be made to the "reason" and/or "reasons" associated with possibly exceeding acceptable badge levels.
3. The student will be instructed as to the proper radiation safety procedures and re-evaluated within the next badge cycle.

C. Pregnancy Policy

A student enrolled in the Radiography Program will be required to participate in clinical education activities which include performing radiographic examinations that require the use of ionizing radiation. A potentially harmful situation arises when a pregnant female is exposed to radiation. Exposure to such a student to ionizing radiation from either external or internal sources would also involve exposure of the embryo or feus. In addition, numerous studies have shown the embryo/fetus to be more sensitive to radiation than an adult.

The curriculum will include courses in radiation protection and biology. In these courses students learn that all clinical education activities include the potential for students to receive "occupational exposure" to ionizing radiation when participating in the performance of radiographic examinations. Federal regulations regulate the amount of "occupational exposure" a pregnant student (technologist) can receive throughout her pregnancy.

- **Students have the option of declaring or not declaring their pregnancy to the Radiography Department. Bucks County Community College Radiography Program strongly recommends the student declare their pregnancy to optimize the safety of the fetus.**
- **Declaration of pregnancy is not mandatory to remain in the program.**

In order for the Radiography Program to recognize a student as being pregnant, for the purpose of exposure limits, the student should declare to the Radiography Program that she is pregnant. Notification should be made to the Radiography Program "in writing" to the Program Director or Clinical Coordinator. The student may request a declaration of pregnancy form from the department if desired.

The Pregnancy Policy of the Radiography Program is described below:

1. A pregnant student that "declares her pregnancy, should submit "in writing" to the Program Director or Clinical Coordinator.

2. The declaration of pregnancy will allow the Program Director or Clinical Coordinator to provide additional counseling to the student regarding ways to protect her from ionizing radiation to include fetal risk factors associated with radiation exposure incurred while she is completing her clinical education.

3. Following counseling she will be issued a second "fetal" radiation monitor. The badge should be worn at waist level and under lead apparel when lead apparel is required.

4. The student will not be permitted to receive a cumulative radiation dose exceeding 500 millirems during the gestation period after declaration. The following will be done to ensure that the limit is not exceeded.
    a. The radiation monitoring report will be carefully monitoring during the gestation period noting averages and trends that may cause the cumulative exposure to exceed the limit. The results will be monitored and shared with the student by the Program Director and/or Clinical Coordinator following receipt of each exposure report.

Once the student has "declared her pregnancy," the following options are available to the student:

Option #1
If the student so decides, she may continue her progression through the program, fulfilling all didactic and clinical education responsibilities:

a. Review of protection practices with the Program Director/Clinical Coordinator
b. Adhere strictly to the rules and regulations of the clinical code of conduct for clinical assignments.
c. The student shall participate in all scheduled clinical rotations as assigned with the outlined exceptions.
d. The student shall be required to wear scrubs and/or maternity uniform acceptable for our Radiography Program.
e. If the predicated dose exceeds 50 millirems per month, the clinical experience or procedures assigned will be modified to limit the dose to the 50 millirems recommended limit per month and 500 millirems per gestation period.

Option #2
If the student so decides, she may continue her progression through the program with the exception of Operating Room, Portable and Fluoroscopy clinical rotations.

a. Student must adhere to categories a through e in option #1
b. A plan for completing the Operating Room, Portable and Fluoroscopy rotational course requirements after the student's delivery will be formulated. Graduation

would take place following the fulfillment of all clinical and didactic education courses requirements.

c. If the predicted dose exceeds 50 millirems per month, the clinical experience or procedures assigned will be modified to limit the dose to the 50 millirems recommended limit per month and 500 millirems per gestation period
d. Changes in assignments may cause student's educational course time to be extended. All students must complete all requirements.

Option #3
If the student so decides, she may withdraw from the Clinical Experience Course(s).

a. The student elects to withdraw from clinical course(s) and remain in didactic courses.
b. A plan for completing all clinical course requirements after the student's delivery will be developed. Graduation would take place following the fulfillment of all clinical and didactic education course requirements.
c. Changes in assignments may cause student's educational course time to be extended. All students must complete all requirements.

Option #4
If the student so decides, she may request a leave of absence not to exceed one year. The program will reserve space for the student in the next accepted class and it would be necessary to submit an application for re-admission to the program.

a. Graduation would take place following the fulfillment of all clinical didactic education course requirements.

Option #5
At any time, the student can withdraw the declaration of pregnancy. The student can obtain a withdrawal form from the Program Director. The form will be filed in the student's file.

D. Telephone Use Policy/Electronic Device Policy

Hospital telephones are not to be used for receiving or making personal phone calls. If it is an emergency, students may use phones in the department. Do not abuse the use of hospital telephone calls. All types of cellular and electronic devices are prohibited in all clinical areas and the classroom. Violation of this policy will result in disciplinary action.

E. Meal-Time Break Policy

Clinical Education- the student will receive a one hour break for lunch, halfway through their workday. Students are required to take this break. The student is to return promptly to their clinical site when their lunch is over. Violation of lateness to return to clinical will result in disciplinary action.

Didactic- An hour lunch break will be given to didactic students during class days. The student is required to return to class promptly after the lunch break is over. Violation of lateness or the student does not return to class after lunch will result in disciplinary action.

F. Policy for Equipment Breakage and Student Accidents

If a student is involved in an injury while on clinical assignment, the technologist in charge must be notified immediately. If a student is injured, they must be sent to the emergency room for treatment. All medical charges incurred will be the responsibility of the student. Any equipment that is broken or not working correctly should be reported immediately to the supervisory personnel in the Radiology Department. A formal written "Incident Report" must be completed in any of the following occurrences:

1. Injury to a patient, visitor, employee, or student.
2. Theft of property of patients, visitors, employee, or student.
3. Any incident causing damage to equipment.
4. Any unusual circumstances, for example:

a. Fire
b. Medication given in error

G. Communicable Disease Policy

Any student who suspects he or she may have been exposed to or contracted a communicable must notify the program director. In the event a student has been exposed, appropriate action will be taken to ensure the health and well being of hospital patients, staff, and fellow students. In the event a student is barred from the clinical education site due to a communicable disease, the Program will work with the student to make up missed clinical education with a minimum of lost time to the student.

1. Students entering the Radiography Program must be aware of the fact that they, like all health care workers, will be exposed to various contagious diseases during their training and career. Precautions to be taken are outlined in the course RADI100. Additional information is provided by each clinical facility. You are required to make use of any protective devices available.
2. If you should be the carrier of a contagious disease, you must notify the Program Director immediately. A temporary suspension of training may be necessary for legal reasons and for the protection of your patients.
3. Students will practice strict isolation techniques if the patient has been diagnosed as having a contagious disease.
4. Students may not refuse to perform radiological services for patients with a communicable disease.

H. Policy on Seasonal Influenza Vaccination for Students

The Radiography Program required all students, during the influenza season, must have had the seasonal influenza vaccination and provide verifying documentation to the Clinical Coordinator. This information will be sent to the healthcare facility in which they enter. If the vaccination is

not documented, student will not be permitted to participate in the clinical experience. This could affect the student's degree course plan, program requirements and time to degree completion. The cost to receive the influenza vaccination is the student's responsibility.

I. Infection Control Policy

Because many people who carry highly infectious pathogens (e.g., AIDS virus, hepatitis A & B, TB, etc.) are not aware of it, all students and faculty will strictly adhere to this policy. These safety guidelines are designed to protect the students, faculty, and patients from the spread of infectious diseases. Violation of this policy will result in disciplinary action.

1. Wear gloves at all times when working with patients where blood/body fluids are evident or likely; i.e., open wound trauma, barium enema tip insertion, IV injection.
2. Wear gloves when wiping blood/body fluids from equipment. Use appropriate cleaning chemicals.
3. Wash hands after handling any blood and body fluids.
4. Wash hands before and after patient care activities.
5. Dispose of linens soiled with blood and body fluids in appropriate containers.
6. All infectious needles, tubing, etc., need to be placed in puncture-proof containers. Do not clip needles or recap needles.
7. All injuries and splashes must be reported to faculty immediately. If faculty is not available, report the incident to the department floor supervisor.
8. Any splash of body fluid entering a mucous membrane (eye, nasal passage, mouth), open cut, or wound shall be reported immediately to the faculty. If occurrence is at a clinical site, student will be sent to the health service or appropriate treatment facility for evaluation and treatment. The respective clinical site incident report will be filled out and notify the Program Director of the Radiography Program. The student will be responsible for the cost of any treatment.

J. Withdrawal from Program Policy

Students wishing to withdraw from the radiography program must submit this request in writing. All property of the program must be returned. Failure to return items will result in withholding of monies or grade transcripts due the student.

K. Tuition and Fees

The Radiography Program follows the cost of tuition per credit that is designated by Bucks County Community College. Additional fees are added in certain RADI courses and are below. Also additional cost for a student in the Radiography Program is also included below.

Tuition/Fees	Residents of Bucks and other PA counties not sponsored* by a community college	Out-of-County Residents	Out-of-State Residents

Tuition per semester credit hour	$135.00	$270.00	$405.00
Activity Fee per semester credit hour	$2.00	$2.00	$2.00
Capital Fee per semester credit hour	0	$10.00	$20.00
College Services Fee	$25.00	$25.00	$25.00
Technology Support Fee per semester credit hour	$35.00	$35.00	$35.00
Returned Check Fee	$25.00	$25.00	$25.00

Additional Fees on RADI courses: Students enrolled in certain courses will incur additional expenses listed in the table below.

Course	Lab Fee	Radiation Badge Fee/Liability Insurance Fee	Registry Review Fee
RADI100- Introduction to Radiography	$75.00		
RADI105- Radiographic Procedures I	$75.00		
RADI120- Clinical Experience I		$103.00	
RADI125- Radiographic Procedures II	$75.00		
RADI200- Clinical Experience III		$103.00	
RADI205- Radiographic Procedures III	$75.00		
RADI220- Registry Review			$80.00

Additional program costs to the student, in addition to tuition/fees

YEAR 1	
Uniforms (Flynn & O'Hara)	$35.00 a set

Textbooks	$800- estimate
Physical, PPD, drug screen, yearly Flu vaccine, required immunizations	Varies depending on medical insurance
Student Liability Insurance (HPSO)	$38.00
CPR course	$85.00
Child Abuse Clearance	$10.00
PA Criminal Background Check	$10.00
FBI Fingerprint Criminal Background Check Through Cogent ID (Department of Public Welfare)	$27.50
Transportation to Clinical Affiliation setting	Varies

YEAR 2	
PPD, drug screen, yearly Flu vaccine	Varies depending on medical insurance
Student Liability Insurance (HPSO)	$38.00
Child Abuse Clearance	$10.00
PA Criminal Background Check	$10.00
FBI Fingerprint Criminal Background Check Through Cogent ID (Department of Public Welfare)	$27.50
Transportation to Clinical Affiliation setting	Varies
National ARRT Board Examination	$200.00

*all fees are estimate and are subject to change without notice

L. Tuition Refund Policy

The Radiography Program does follow Bucks County Community College Tuition Refund Policy.

Tuition and fees paid for classes cancelled by the College due to insufficient registrations are fully refundable. Other tuition refunds will be processed under the following official policy of the College:

- Official Withdrawal or Drop of courses is effective upon receipt of written notice from the student in the Office of Admissions, Records and Registration.
- Official Drop from courses **prior** to the start date of a course as published on WebAdvisor:
    - 100% refund of Tuition, Capital Fee, Activities Fee and Technology Support Fee. (**Note: The College Service Fee is non-refundable**).
- Official Drop from courses following the start date of a course as published on WebAdvisor:
    - Refunds are based on the official start and end date of the period of time the course is being offered (as published on WebAdvisor).*
    - Refunds Tiers are based on percent completion of a term, and will vary.
    - Refunds will be processed according to the following semester Refund Schedule(s)

M. Student Right to Contact the JRCERT

Bucks County Community College Radiography Program is accredited by the JRCERT and our program follows the standards that are set in place by the JRCERT. A list of the JRCERT standards can be found at https://www.jrcert.org/programs-faculty/jrcert-standards/

Students can contact the JRCERT for any complaints or issues concerning the BCCC Radiography Program at any given time. If the student has a concern or complaint of the BCCC Radiography program, it is expected that the student will approach the faculty and staff of BCCC first. If there is no satisfactory result, the student is to contact the Program Director. At that point if there is still no satisfactory result, the student may exercise their right to contact the JRCERT. It is the students right to voice his/her opinion to the JRCERT. No action will be taken against any student who utilizes this right. The faculty and staff of BCCC respect the rights and privacy of the student. The JRCERT may be contacted in the following manner:

The Joint Review Committee on Education in Radiologic Technology

20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
Phone: (312)-704-5300
mail@jcert.org

N. Transfer Policy

The program does accept transfer students on a space available basis. The following documentation must be sent to the BCCC Radiography Program: all previous JRCERT Accredited Program transcripts, a copy of the previous JRCERT Accredited Program's course

curriculum and descriptions, copies of completed clinical competencies up to the point of transfer, recommendations from the previous program director and clinical coordinator.

Bucks County Community College reserves the right to make the determination as to the amount of credit given and to the status of the student within the BCCC program. If any present student of the BCCC radiography program wishes to transfer to another radiography program, the faculty will furnish the prospective institution with the needed transcripts, course syllabi, and descriptions with the written approval of the student.

O. COLLEGE FACILITIES

Parking
Students are permitted to park in the student lots on campus after obtaining a parking permit from Security (Cottage # 4) or the front desk at the Lower Bucks Campus.

Library
Students are encouraged to use the library for research purposes. Hours vary by semester and can be found on the college web site, catalog, and as posted on the library door. They may use their Bucks County Library cards or obtain a card by giving student ID numbers to the librarian.

Counseling Services
The college offers a comprehensive counseling service to meet individual needs of its students. See BCCC college catalog or www.bucks.edu for counseling services.

Tutoring Center
In order to help the learning process, the College provides a Tutoring Center where students can obtain assistance. See BCCC college catalog or www.bucks.edu for tutoring center information.

Accessibility Services
Students with disabilities may request reasonable accommodations through this office. See BCCC college catalog or www.bucks.edu for Accessibility Services information.

Child Care
The Early Learning Center is the child development center serving students, faculty, and staff of the College. It offers quality licensed care with certified teachers. See BCCC college catalog or www.bucks.edu for more information.

JRCERT Recognized Clinical Sites

Name	City	State	Zip
Abington Lansdale	Lansdale	PA	19446
Aria Health- Bucks County	Langhorne	PA	19047
Aria Health- Frankford	Philadelphia	PA	19124
Aria Health- Torresdale Evenings only	Philadelphia	PA	19114
Aria Health Professional Court	Philadelphia	PA	19114
Children's Hospital of Philadelphia	Philadelphia	PA	19104
Doylestown Hospital	Doylestown	PA	18901
Grandview Hospital	Sellersville	PA	18960
Grandview Hospital Outpatient Center	Sellersville	PA	18960
Lower Bucks Hospital	Bristol	PA	19007
Lower Bucks Radiology	Levittown	PA	19056
Mercer Bucks Ortho	Yardley	PA	19067
Mercy Fitzgerald Hospital	Darby	PA	19023
Rothman Institute	Bensalem	PA	19020
Rothman Newtown	Newtown	PA	18940
St. Mary Medical Center	Langhorne	PA	19047
Tri State Imaging- Northeast Imaging	Philadelphia	PA	19152
Premier Urgent Care	Warminster	PA	18974