



2024

**RADIOGRAPHY
PROGRAM STUDENT
HANDBOOK**

BUCKS COUNTY
COMMUNITY COLLEGE

Revised:
09/04/2024

Associate of Applied Science, Radiologic Technology Program

ACCREDITATION

The Bucks County Community College Radiography Program started in 2003. In 2017, the program received an 8-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 Program
2018-2022

Completion Rate: 86%

Credential Examination Pass Rate: 72%

Employment Rate: 99%

www.JRCERT.org

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

Associate of Applied Science, Radiologic Technology Program

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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 Disabilities Act of 1990.

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PROGRAM MISSION AND GOALS

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 during clinical experience.
 - 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

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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

Summer Semester: 8am-4pm: Monday, 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 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 the 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, bony thorax and mobile studies. This course combines didactic coursework and laboratory stimulation. The laboratory portion of the course gives the student the 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.

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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 them.

PROGRAM OF RADIOGRAPHY POLICIES

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- G. [Meal-time Break Policy](#)
- H. [Policy for Equipment Breakage and Student Injuries](#)
- I. [Communicable Disease Policy](#)
- J. [Policy on Seasonal Influenza Vaccination of Students](#)
- K. [Infection Control Policy](#)
- L. [Withdrawal from Program Policy](#)
- M. [Tuition and Fees](#)
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- S. [IV.S Contingency Plan](#)

I: Attendance

I.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 by emailing your assigned clinical faculty prior to 8am. If this is not done, it will be considered a no-call no-show and the student will be penalized two absences for that semester.

Student attendance is tracked by tracjecsyst. The tampering with or falsification of time records will result in immediate dismissal from the Radiography Program.

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 and will be written-up as described in our disciplinary policy.

Didactic Attendance per Semester:

# of Class Meetings	Attendance Outcomes	
1 day/week	2 nd absence will result in a 10 percentage point deduction from the final grade.	Each additional absence will result in an additional 5 percentage point deduction from the final grade.
2 days/week	3 rd absence will result in a 10 percentage point deduction from the final grade.	

Didactic Lateness per Semester:

# of Tardies	Lateness Outcomes	
2 tardies	2 nd tardy will result in 5 percentage point deduction from the 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 percentage point deduction from the final grade.	

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Clinical Attendance per Semester:

# of Clinical Days a Week	# of Days off allowed a Semester	Attendance Outcome	
2 Clinical Days (1 st year)	1 day off a semester allowed	2nd absence will result in a 10 percentage point deduction from the final grade.	Each additional absence will result in an additional 5 percentage point deduction from final grade.
3 Clinical Days (2 nd year)	2 days off a semester allowed	3 rd absence will result in a 10 percentage point deduction from the final grade	

Clinical Lateness per Semester:

# of Tardies	Lateness Outcomes	
2 tardies	2 nd tardy will result in 5 percentage point deduction from the 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 percentage point deduction from the final grade.	

Make-Up Time for Clinical Absences

Absences that were incurred at clinical can be made-up but must be made up in the semester that the absence occurred, at the hospital the student is assigned and during the semester break to ensure that the program does not exceed its capacity at the clinical site. Approval must be obtained from the clinical site as well as the BCCC clinical faculty.

I.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 <https://www.bucks.edu/calendarnews/academiccalendar/> for specific dates.

I.C Bereavement Policy

In the event of the death of a close relative, which would include parent, grandparent, brother, sister, wife, husband, or child. Three days off will be granted upon the notification to the Program Director's office. In any other event, it is not an excused absence.

I.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 10 am to their designated area.

II. Academic and Clinical Requirements

II.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 Radiography 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 stretcher 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.

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- 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.

II.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.

II.C Academic Grading System and Academic Progression Policy

The Radiography program follows the grading scale at Bucks County Community College. Radiography didactic and clinical course work requires an 80% average or better to be enrolled within the Radiography program

To progress from semester 1 to semester 2 of the Radiography program, students must earn the following grades:

Course number	Title	Minimum passing grade
RADI100	Introduction to Radiography	B
RADI105	Radiographic Procedures I	B
RADI110	Image Production and Evaluation	B
RADI115	Radiation Physics	B
RADI120	Clinical Experience I	B

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To progress from semester 2 to semester 3 of the radiography program, students must earn the following grades:

Course number	Title	Minimum passing grade
RADI125	Radiographic Procedures II	B
RADI130	Radiation Protection and Biology	B
RADI135	Advanced Imaging I	B
RADI140	Clinical Experience II	B

To progress from semester 3 to semester 4 of the radiography program, students must earn the following grades:

Course number	Title	Minimum passing grade
RADI200	Clinical Experience III	B

To progress from semester 4 to semester 5 of the radiography program, students must earn the following grades:

Course number	Title	Minimum passing grade
RADI205	Radiographic Procedures III	B
RADI210	Advanced Imaging II	B
RADI215	Clinical Experience IV	B

To graduate from the program, students must earn the following grades:

Course number	Title	Minimum passing grade
RADI220	Registry Review	B
RADI225	Pathology	B
RADI230	Quality Assurance	B
RADI235	Clinical Experience V	B

II.D Dismissal and Re-Admittance Policy

Students who do not meet the minimum acceptable grade as defined above will be dismissed from the program.

Students who wish for a second attempt at the course for which they were unsuccessful must indicate a desire to return to the program by sending an email to the Director of the Radiography Program by July 1st.

Entrance to the Radiography program is competitive and students will only be readmitted if an open seat is available, and the student demonstrates that their clinical paperwork is current.

Students have only two opportunities to be successful in a course, readmission after two unsuccessful attempts will not be granted. Students may only reattempt two courses within the program. A third failure will result in dismissal from the program without the ability to reenter the program.

II.E Eligibility for Clinical Placement

Eligibility for clinical placement requires that the student meet the following criteria:

Prior to beginning clinical education experiences, and subsequently thereafter, students are required to:

1. Meet the ethics eligibility requirements of the American Registry of Radiologic Technologist Examination in Radiography, as well as standards required by clinical agencies to which students are assigned.
2. Maintain current cardiopulmonary resuscitation (CPR) certification for health care professionals. Students who complete a course that is not for health care professionals and/or a full online course

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will be required to become certified as a healthcare professional. Students who do not meet this requirement are prohibited access to clinical assignments until recertification is obtained.

3. Submit pre-entrance health examination and immunization records.
 - Documentation of two MMR immunizations or titers
 - Documentation of having had chicken pox, varicella vaccine or titer for chickenpox
 - Documentation of hepatitis immunizations.
 - Annual flu vaccination is required by all clinical sites. Students must provide documentations by November 1st to Clinical Coordinator.
 - Covid-19 Vaccination
4. Submit results of a two step PPD or QuantiFeron gold test. Students who have a positive PPD will be required to have a chest x-ray and physician clearance prior to clinical experience.
5. PA state criminal background check
6. FBI Fingerprinting Clearance
7. Child Abuse Clearance
8. Drug Screening completed by Concorde Inc within three months prior to the program's start date and clinical placement
9. Document current and continuous personal healthcare insurance throughout program enrollment
10. Completion of clearance for Magnetic Resonance (MR) area which is completed electronically on Canvas Learning Management System.

II.F 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 and/or the clinical setting with BCCC designated faculty member.
3. Clinical competency completed.
4. 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 using the programs remediation form.

II.G 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.

The procedures are listed under the title of Mandatory or Elective. 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 procedure are not available for the student. A maximum number of ten (10) procedure competencies may be completed under simulated conditions. The simulated competency must be performed under the direct observation of the Radiograph program faculty and be performed independently, consistently and effectively.

Simulations must meet the following criteria:

- Simulation of imaging procedures requires the use of proper radiographic equipment without activating the x-ray beam.
- A total of 10 imaging procedures may be simulated. Imaging procedures eligible for simulation are noted at: [ARRT Clinical Competency Chart](#)
- Some simulations are acceptable for General Patient Care. These do not count toward the ten imaging procedures that can be simulated.

In the event competencies cannot be completed within the semester due and are on the approved ARRT simulation list, the student is allowed to simulate the study but receive a maximum score of an 80% for the competency.

II.H Supervision of Students- 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 occurs when a student is directly observed by a supervising technologist while performing a radiologic procedure. Direct observation of the student must occur both in the radiographic room and the operator's control panel.

Direct student supervision is required with no exceptions:

- Whenever the student is repeating an unsuccessful radiologic image(s);
- During all mobile radiographic/fluoroscopic procedures, regardless of the student's level of progression or competency; and
- If the student has not previously demonstrated successful competency on the radiologic procedure being performed.

Indirect Supervision occurs when the student performing a radiologic procedure has a supervising technologist within "normal voice call" distance away from the radiographic room where the radiologic procedure is being performed.

Indirect supervision of a student may be practiced with no exceptions:

- When a student is performing non-mobile radiographic/fluoroscopic procedures that (s)he has previously demonstrated to be competent to perform.

II.I Repeat Radiograph Policy

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

II.J 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, to move ahead in their competency, original grade earned 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 identify problem areas and demonstrate proper procedure, if needed.
2. The student will review and practice the procedure with classmate(s) and faculty
3. The student will make a new appointment to complete a laboratory evaluation with up to three times allowed. After the third failed attempt the student will be referred to the Program Director.

Patient competency evaluations (initial and 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.

II.K Due Date of ARRT Clinical Competencies by Semester

Mandatories

<u>Chest</u>		<u>Semester</u>
Chest- 2 view	M	1
Stretcher/Wheelchair Chest- 2 view	M	1
<u>Upper Extremity</u>		
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 (westpoint, Y, axillary, etc	M	2
Clavicle	M	2
<u>Lower Extremity</u>		

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Foot	M	2
Ankle	M	2
Knee	M	2
Tibia/ Fibula	M	2
Femur	M	2

<u>Spine/Pelvis</u>		
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
<u>Abdomen</u>		
Abdomen Supine KUB	M	3
Abdomen Upright	M	3
Ribs	M	3

<u>Mobile Studies/Peds Chest/Geriatric</u>		<u>Semester</u>
Portable Chest	M	4
Portable Abdomen	M	4
Portable Upper or Lower Extremity	M	4
*Peds Chest	M	4
*Geriatric Patient Chest	M	4
*Geriatric Patient Upper or Lower Extremity	M	4

*Pediatric is a patient aged 6 or younger

*Geriatric patient is atleast 65 years old and physically or cognitively impaired as a result of aging.

<u>Trauma/C-Arm</u>		<u>Semester</u>
Trauma Upper Extremity (non-shoulder), must have an extra trauma view (cross table lateral,ulnar deviation)	M	5
Trauma Lower Extremity (must have an extratrauma view, cross table lateral, etc)	M	5
C-Arm Procedure (Requiring Manipulation toobtain more than one projection)	M	5
Surgical C-Arm Procedure (Requiringmanipulation around a sterile field)	M	5

Electives- Candidate must complete 15 electives from list below:

<u>Imaging Procedures</u>		<u>Semester</u>
Scapula	E	5
AC Joints	E	5

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Sternoclavicular 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

<u>Imaging Procedures</u>		<u>Semester</u>
Skull	E	5
Paranasal Sinuses	E	5
Facial Bones	E	5
Orbits	E	5
Nasal Bones	E	5
Mandible (Panorex not acceptable)	E	5
Temporomandibular Joints	E	5

<u>Imaging Procedures</u>		<u>Semester</u>
Sacrum and Coccyx	E	5
Scoliosis Series	E	5
Sacroiliac Joints	E	5
Abdomen Decubitus	E	5
Intravenous Urography	E	5
*Geriatric Patient Hip or Spine	E	5

Fluoroscopy Studies- Candidates must select two procedures from this section.

<u>Imaging Procedure</u>		<u>Semester</u>
Upper GI Series (single or double contrast)need overheads	E	5
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

<u>Imaging Procedure</u>		<u>Semester</u>
Peds Upper or Lower Extremity	E	5
Peds Abdomen	E	5
Peds Mobile Study	E	5

II.L Terminal Competency Evaluations

Before graduation, the student will demonstrate final competency in clinical education. The student must complete one terminal competency evaluation in each category. The criteria and evaluation forms will mimic those used in previous clinical competency evaluations.

II.M Clinical Experience Grade

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

1. Clinical Competency System (Initial)
 - a. In the event competencies cannot be completed within the semester due, the student is allowed to simulate the study but will only receive 80% for the competency.

Bi-weekly Room Evaluations- The Bi-weekly Room Evaluation forms filled out by clinical staff who is a Radiologic Technologist rate the student's performance for that rotation.

2. 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.
3. Daily Log Sheet Requirement- Each student is required to log all procedures they observed, assisted or performed. The log must be submitted via Trajecsys at the end of each two-week rotation.
4. Faculty Clinical Skills Assessment- Each student will be evaluated by designated BCCC Faculty in the clinical setting per semester.

II.N Clinical Rotation Policy

All students will be required to rotate through the various clinical areas of the radiology departments 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. Due to the decrease in hours, the student will take a 30-minute lunch, halfway through the shift during evening rotations.

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

II.O Requirements for Graduation

The graduate of the Associate in Applied Science in Radiography is educated to function as a diagnostic Radiologic Technologist 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 to complete an associate degree in Radiography.

2. The student meets all clinical education requirements set by the Radiography Program as well as the American Registry of Radiologic Technologist.
3. The student meets all the financial obligations.
4. The student returns or replacement of school, library, resource materials, ID badges, and monitoring devices.

III. Professional Behavior and Conduct

III. A Conduct and Disciplinary Policy

All students will always conduct themselves in an ethical and professional manner 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 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.

III.B Violation of the ARRT Ethic Requirements

All students must abide by the ARRT Ethic Requirements. Violations of the code of conduct, even with successful academic progression and graduation can prevent a student from becoming certified by the ARRT.

Any student who is re-entering the program after a dismissal from the program, must report the dismissal to the ARRT Ethics board for review. The ARRT ethics board will review and decide if the student will be allowed to take the ARRT certification exam.

To review the ARRT Ethic Requirements, please visit: [ARRT Ethics Webpage](#)

III.C 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 with the exception of student's actions that are flagrant or severe violation of rules or regulations. Any of the following actions or behaviors would be regarded as just cause for disciplinary action (these are examples but not limited to the below list):

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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

III.D 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. 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 dismissal from the program.

III.E 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.

III.F Grievance Procedure for Students

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

1. Students should discuss their concern/issue with faculty member within 3 business days of the occurrence.
2. The faculty member has 3 business days to respond to the student.
3. If the issue is not resolved, due to the faculty member not responding to the student or the

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student is dissatisfied with the response, the student should consult with the Program Director of the Radiography Program within 3 business days of the failed resolution.

4. The Program Director has 3 business days to respond to the students concerns.
5. If the issue is not resolved, due to the Program Director not responding to the student or the student is dissatisfied with the response, the student should consult with the Dean of Health Sciences within 3 business days of the failed resolution.
6. The Dean of Health Sciences has 3 business days to respond to the student concerns.
7. If the issue is not resolved, due to the Dean of Health Sciences not responding to the student or the student is dissatisfied with the response, the student should consult with the Associate Provost Office/Academic and Student Services Department within 3 business days of the failed resolution.
8. If a student thinks he/she is not receiving a fair hearing or feels the need for an ombudsman, the student should contact the Provost/Academic Affairs Department.

III.G Responsibility of Students to Supervising Radiologic Technologist

1. Students are directly responsible to the supervising Radiologic Technologist(s) in charge of the area of clinical assignment and are subject to the authority of such supervising personnel.
2. The supervising Radiologic Technologist(s) are responsible to make decisions regarding patient care.
3. The student is responsible to carry out any order given by the supervising Radiologic Technologist or staff physician.
4. It is the responsibility of the student to inform the supervising Radiologic 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 lunch.

III.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.

III. I Dress Code

Students are required to present a professional appearance during all scheduled clinical assignments. Students are required to practice appropriate personal hygiene when participating in clinical education assignments.

The dress code for students attending clinical assignments include:

1. Cleanliness and neatness without offensive odor are required. This includes perfume/cologne.
2. Solid navy blue scrub pants correctly sized and fitting at waist. Navy blue scrub top, clean, neat, pressed and unstained. All-white socks. Uniforms must be purchased through uniform vendor set by the Radiography Program.
3. Navy blue scrub top is embroidered to identify the student as a clinical student at the clinical setting on the left chest area.
4. A solid white turtleneck or crew neck long sleeve shirt under scrub top is acceptable.
5. Clean white uniform shoes, or white sneakers. Sneakers with mesh material are

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- not permitted.
6. Lab jackets/coats are recommended if clinical assignment area necessitates additional clothing for warmth.
 7. Radiation monitor issued by the Radiography Program must be worn in the clinical setting.
 8. Simple post earrings, flat ring/bands and a watch are acceptable. Any exposed body jewelry (including tongue), other than that worn in the ear or on the finger is prohibited.
 9. Identification badges issued by the Radiography Program must be visibly displayed.
 10. Hair must be neat in appearance, worn up and secured off the face and of natural color. A single solid white, navy, tan or black headband may be worn.
 11. Beards should be neat, clean and well groomed, not of extreme length and should not interfere with the performance of clinical education assignments.
 12. All tattoos must be completely covered at all times.
 13. Lead markers, "R and L" with student initials must be on the student's person during all scheduled clinical assignments. Students not having a both left and right-side marker during clinical assignments will be dismissed from clinical. Time missed due to lack of side markers will be included in the clinical attendance factor for that semester.
 14. Fingernails must be short and neatly trimmed. Artificial nails and nail tips are not permitted.

Any student not in uniform as described above will have the violation documented and may be sent home and considered absent for that day. Dress code violations are cumulative throughout the duration of the clinical education courses. Violation will follow the disciplinary misconduct policy.

IV. Miscellaneous Policies

IV. A Radiation Protection Policy

The Radiography Program and its clinical affiliates operate under the radiation protection concepts of ALARA (As Low as Reasonably Achievable). The Radiography Program has developed policies and procedures concerning radiation monitoring of the student radiographers 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 and the reports will be completed on a quarterly basis.
4. The student must immediately report any and all unusual incidences concerning the radiation badge to the Program Director.
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 radiation 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 Radiography 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.**
9. In instances where patients restraining must be used, the student is encouraged to employ immobilization devices such as tape, sandbags, sheets, etc. In the event these devices fail, students are encouraged 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 lead apron and gloves and are instructed to position themselves such that the primary useful beam does not strike any part of their body.
10. The radiation monitoring badge should NOT be worn when a student has personal radiographic procedures performed for diagnostic or therapeutic purposes.

IV.B. Radiation Safety in the Energized Laboratory

1. Students must wear radiation monitors during laboratory sessions requiring the use of the energized radiographic equipment at Lower Bucks Hospital to participate in making radiographic exposure.
2. Under no condition is a student permitted to expose a fellow student, health care worker, member of the general public or any "living entity" to ionizing radiation using the radiographic equipment owned by Lower Bucks Hospital in the energized laboratory.
3. Each student is responsible for practicing appropriate radiation procedures. This includes:
 - a. Making radiographic exposures only under the direct supervision of a program faculty.
 - b. Assuring that the laboratory room's doors are closed prior to making every radiographic exposure.
 - c. Utilizing proper radiation beam restriction (collimation) techniques.
 - d. Alerting (orally) classmates/room occupants that an x-ray exposure will be made.
 - e. Assuring that all room occupants are behind the control booth barrier prior to making radiographic exposures.
 - f. Making accurate exposure technique selections prior to every radiographic exposure, reducing the need for repeat exposures.

IV.C. Energized Laboratory Policies

1. Appropriate radiation safety techniques must be practiced at all times.
2. Experiments involving x-ray exposures that have not been approved by program

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faculty are not permitted under any circumstances.

3. The radiographic equipment shall be turned ON and OFF in proper sequence.
4. Do not attempt to resolve problems with laboratory equipment. Report any laboratory equipment problems to the Radiography Program Faculty.
5. At the end of each laboratory session, all supplies and/or equipment shall be returned to their proper place.

IV.D. 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 $\frac{3}{4}$ 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.

IV. E 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 fetus. 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.**

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.

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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 mRem or 5 mSv 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(0.5mSv) 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 (0.5mSv) 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 college home page and submitted with the registrar office.

IV.F 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.

IV.G 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.

IV.H Policy for Equipment Breakage and Student Injuries

If a student is involved in an injury while on clinical assignment, the Radiologic Technologist in charge must be notified immediately. If a student is injured, they must be sent to the emergency room for treatment if deemed necessary. 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.

IV.I 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 Radiography 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 clinical orientation prior to the clinical start date and in the course RAD1100. 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.

IV.J 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.

IV.K 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.

IV.L 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.

IV.M 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 County	Out-of-County Residents	Out-of-State Residents	Non-Sponsored**
Tuition per semester credit hour	\$165.00	\$330.00	\$495.00	\$195.00
Activity Fee per semester credit hour	\$4.00	\$4.00	\$4.00	\$4.00
Capital Fee per semester credit hour	0	\$10.00	\$20.00	\$10.00
College Services Fee	\$50.00	\$50.00	\$50.00	\$50.00
Technology Support Fee per semester credit hour	\$35.00	\$35.00	\$35.00	\$35.00
Returned Check Fee	\$25.00	\$25.00	\$25.00	\$25.00

****Non Sponsored Counties:** Bedford, Bradford, Cameron, Centre, Clarion, Clearfield, Clinton, Crawford, Elk, Erie, Forest, Franklin, Fulton, Greene, Juniata, Lycoming, McKean, Mifflin, Montour, Perry, Pike, Potter, Snyder, Tioga, Union, Venango, Warren, Wyoming

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

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RADI100- Introduction to Radiography	\$25.00		
RADI105- Radiographic Procedures I	\$60.00		
RADI120- Clinical Experience I		\$135.00	
RADI125- Radiographic Procedures II	\$60.00		
RADI200- Clinical Experience III		\$135.00	
RADI205- Radiographic Procedures III	\$60.00		
RADI220- Registry Review			\$100.00

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

YEAR 1	
Uniforms (Flynn & O'Hara)	\$50.00 a set
Textbooks	\$1000- estimate
Physical, PPD, drug screen, yearly Flu vaccine, required immunizations	Varies depending on medical insurance, \$45 for drug screen through Concorde
CPR course	\$100.00
Child Abuse Clearance	\$13.00
PA Criminal Background Check	\$22.00
FBI Fingerprint Criminal Background Check Through IdentoGO	\$25.00
Transportation to Clinical Affiliation setting	Varies

YEAR 2	
PPD, drug screen, yearly Flu vaccine	Varies depending on medical insurance, \$45 drug screen through Concorde
Child Abuse Clearance	\$13.00
PA Criminal Background Check	\$22.00
FBI Fingerprint Criminal Background Check	\$25.00

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Transportation to Clinical setting	Varies
National ARRT Board Exam	\$225.00

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

IV.N 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 end of the add/drop period as published on Student Planning:
 - 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 add/drop period as published on Student Planning:
 - Refunds are based on the actual withdrawal date.
 - 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)

IV.O 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: [JRCERT 2021 Standards Website](#)

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

IV.P Transfer Policy

The program does accept not accept transfer students.

If any current 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.

IV.Q College Services

Parking

Students are permitted to park in the student lots on campus after obtaining a parking permit from the Security Department Website: <https://www.bucks.edu/resources/security/parking-permits/>

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 visit the counseling services website:

<https://www.bucks.edu/resources/counseling/>

Tutoring Center

In order to help the learning process, the College provides a Tutoring Center where students can obtain assistance. Visit the Tutoring Center website:

<https://www.bucks.edu/academics/asc/online/>

Tutoring for Radiography courses can be provided by Radiography Faculty. Please submit request to be tutored to the course faculty or to the Program Director.

Accessibility Services

Students with disabilities may request reasonable accommodations through this office. See BCCC college catalog or visit:

<https://www.bucks.edu/resources/campusresources/accessibility/>

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. Visit their website for more information: <https://www.bucks.edu/resources/campusresources/elc/>

IV.R COVID-19 POLICIES

Reporting Confirmed Covid Cases or Exposure to Covid

Students are required to report any confirmed covid test results or exposure to covid to the Program Director of the Radiography Program.

Covid Vaccine:

Currently, the COVID-19 vaccine is highly suggested for the Radiography Program. Students will be placed in a clinical setting and must meet the clinical facility requirements throughout their rotation. Students who are not vaccinated may be required to obtain an exemption before being allowed in the facility. Exemptions are handled by the clinical facility, not the College. For students who obtain exemptions, please be aware the policies can change in a clinical setting throughout your assigned rotation due to changing public health needs. If exemptions are retracted there may not be time or ability to locate

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alternate clinical sites. Students unable to attend clinical will not be able to successfully pass the course.

IV.S Contingency Plan

In the event of a catastrophic event, this would include but not limited to tornados, flooding, earthquakes, snowstorms, pandemic etc., program faculty and students will receive immediate communication through the BCCC Emergency Notification System. The communication will be sent out via various communication methods (text message, email, college website, social messaging networks etc.).

Didactic Course Modification will include with notification:

- Temporary utilization of online distance education platform(s) for class meetings typically taken place face-to face.
 - If faculty or students need physical technology resources, the College makes every effort to assist faculty and students with their technology needs as we shift to remote delivery. Should faculty or students need assistance, please complete a technology request form.
- Class meeting location changes
- Class meeting schedules day(s)/time(s) changes Clinical

Course Modification will include with notification:

- Assigned clinical site changes.
- Schedule date(s)/time changes.
 - Students could be reassigned to a different clinical facility or site, or to a non- traditional shift, such as evenings and weekends to accommodate the student and ensure JRCERT supervision policies are met.
- Extension of clinical course requirements beyond the expected completion date.
- Distribution of required PPE to maintain and ensure student health and safety.

What you can expect from Program Administration:

- Timely communication via Canvas or BCCC email
- Prioritize the health and safety of students and faculty.
- Assurance that the program will adhere to program goals.
- Assurance that all program graduates will meet graduation requirements.

JRCERT Recognized Clinical Sites

Name	City	State	Zip
Abington Lansdale	Lansdale	PA	19446
Abington Memorial	Abington	PA	19001
Jefferson Health- Bucks County	Langhorne	PA	19047
Jefferson Health- Frankford	Philadelphia	PA	19124
Jefferson Health- Torresdale Evenings only	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
Mercy Fitzgerald Hospital	Darby	PA	19023
HUP 54 th and Cedar	Philadelphia	PA	
Rothman Institute	Bensalem	PA	19020
Rothman Newtown	Newtown	PA	18940
St. Mary Medical Center	Langhorne	PA	19047
AFC Urgent Care	Newtown	PA	18940
AFC Urgent Care	Warminster	PA	18974

