

RADIOGRAPHY PROGRAM



Student Handbook

2026-2027
Academic Year

Hagerstown Community College
11400 Robinwood Drive
Hagerstown, Maryland 21742-6514
240-500-2000

Academic Integrity

The College is committed to upholding the highest standards of integrity, honesty, and ethical behavior among students, faculty, and staff. HCC has adopted a Code of Integrity to uphold standards of academic honesty and social conduct that adopts five fundamental values: honesty, trust, fairness, respect, responsibility. To view the full policy, go to

www.hagerstowncc.edu/docs/student-affairs/academic-integrity-policy-4045

Accommodations / Disability Support Services (DSS)

HCC provides reasonable accommodations to students with disabilities in accordance with the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973 and its amendments. All accommodations are based upon documentation that must be provided by a licensed or certified professional. It is the student's responsibility to contact the Disability Support Services Office and schedule an intake appointment at least two weeks prior to the start of classes, if accommodations are anticipated for the start of the semester. It is important to note that while accommodation requests can be initiated after the start of the semester accommodations are not retroactive. Students can contact the DSS office by any of the following methods: Location:

Student Center, Advising Suite

Phone: 240-500-2291/2273

Email: dss@hagerstowncc.edu

Health Sciences Division

Hagerstown Community College 11400 Robinwood Drive

Hagerstown, Maryland 21742-6514

240-500-2549

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HCC RADIOGRAPHY PROGRAM
STUDENT HANDBOOK

This handbook is designed to acquaint you with the requirements and regulations of the Radiography program.
It is intended as a supplement to the college catalog and other publications. You should review the contents when you first receive it and keep it for easy reference in the future.
Instructors reserve the right to modify contents of this student handbook as particular situations necessitate.

Anti Discrimination Policy

HCC is committed to maintaining an atmosphere in which all members of the College community are free to take part in an open dialogue that furthers understanding of diverse philosophies, cultural perspectives and respect for individuals. To achieve its mission, the College will not tolerate any language, action or behavior that is hostile to others. To view the full policy, go to:
www.hagerstowncc.edu/docs/student-affairs/antidiscrimination-policy-4042

Hagerstown Community College

Hagerstown, Maryland 21742-6514

2026

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WELCOME

We are pleased to have you as a member of the Radiography Program at Hagerstown Community College. Our graduates are employed in Hagerstown, the surrounding geographic area, and nationwide. We, at the College, are proud of our graduates' professional achievements. We hope that you will join their ranks in the future.

Our goal is to prepare you for entry into the workforce as a registered radiographer. You, however, must complete the educational program(s) satisfactorily and pass the national certification examination(s) in order to practice.

We have prepared this handbook for your convenience as a guide in presenting Program requirements and information for professional and academic behavior specific to the Radiography Program. General College regulations can be found in the Hagerstown Community College catalog and the HCC Student Handbook.

The Radiography Programs faculty wishes you success as you strive to achieve your goals.

Sincerely,

Megan Dayhoff, M.H.S., R.T. (R)
Michelle McDaniel, M.A. Ed., R.T. (R)
Ashley Fiery, M.P.H., R.T. (R), (CT)
Tiffany Donegan, A.A.S., R.T. (R)
Clayton Haworth, A.A.S., R.T. (R)
Jamie Sandeen, A.A.S. R.T.(R)(M)
Erica Shields, A.A.S., R.T. (R)

Radiography Program Directory

Staff Member	Title	Office Phone	Email
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Megan Dayhoff	Associate Professor & Program Coordinator	240-500-2205	mndayhoff@hagerstowncc.edu
Michelle McDaniel	Associate Professor & FT Faculty	240-500-2549	mlmcdaniel@hagerstowncc.edu
Ashley Fiery	Clinical Coordinator	240-500-2624	aefiery@hagerstowncc.edu
Tiffany Donegan	Adjunct Clinical Instructor	N/A	tdonegan@hagerstowncc.edu
Clayton Haworth	Adjunct Clinical Instructor	N/A	cphaworth@hagerstowncc.edu
Jamie Sandeen	Adjunct Clinical Instructor	N/A	jlsandeen2@hagerstowncc.edu
Erica Shields	Adjunct Clinical Instructor	N/A	ebshields@hagerstowncc.edu
Kelly Walker	Adjunct Lab Instructor	N/A	kmwalker2@hagerstowncc.edu
Kimberley Hamburg	Office Associate, Health Sciences Division	240-500-2383	kshamburg@hagerstowncc.edu

CLINICAL AFFILIATE DIRECTORY

Berkeley Medical Center	Martinsburg, WV
Chambersburg Hospital.....	Chambersburg, PA
Chambersburg Health Center	Chambersburg, PA
Crestwood Imaging (RadNet).....	Frederick, MD
Diagnostic Imaging Services (Robinwood and Hub Plaza)	Hagerstown, MD
Frederick Health Hospital.....	Frederick, MD
Fulton County Medical Center.....	McConnellsburg, PA
Jefferson Medical Center.....	Ranson, WV
Meritus Regional Medical Center.....	Hagerstown, MD
Meritus Urgent Care Center	Hagerstown, MD
War Memorial Hospital	Berkeley Springs, WV
Robinwood Meritus Orthopedics	Hagerstown, MD
Rose Hill Imaging (RadNet).....	Frederick, MD
UPMC Western Maryland.....	Cumberland, MD
Waynesboro Hospital	Waynesboro, PA
WellSpan Himelfarb Surgical Center	Chambersburg, PA

PHILOSOPHY OF THE PROGRAM

The Radiography Program at Hagerstown Community College reflects the values of the College. HCC is a state and county supported comprehensive community college. Its central purpose is to offer a diverse array of courses and programs designed to address the curricular functions of university transfer, career entry or advancement, general and continuing education, as well as student and community service.

The Faculty of the Radiography Program believes in and teaches the ideals and values of cultural diversity and a democratic way of life and seeks to cultivate in its students critical and independent thought, openness to new ideas, a sense of self-direction, moral sensitivity, and the value of continuing education.

The Faculty of the Radiography Program believes that competency-based education facilitates the learning process in the collegiate and clinical settings. The primary roles of instructors are to guide and direct the student to achieve planned behavioral objectives within an environment which is conducive to learning. The student's role is to participate actively and responsibly in the learning process as preparation to function as a medical imager in a health care institution.

Lastly, the faculty believes that the goal of becoming certified by the American Registry of Radiologic Technologists is required for practice in the profession. Continued successful practice necessitates active participation in continuing education to remain current with rapidly expanding technology.

Adopted: 1984
Revised: 2017

RADIOGRAPHY PROGRAM MISSION STATEMENT

The Radiography Program is designed to provide students with the education, experience and skills for successful entry into the practice of radiography.

RADIOGRAPHY PROGRAM OUTCOMES

Upon completion of the associate degree in radiography, the graduate will:

1. Provide appropriate patient care in the course of radiographic procedures with respect for diverse cultures, values, and beliefs.
2. Competently perform routine imaging procedures.
3. Utilize appropriate radiation protection, safety and standard precautions.
4. Critique images to assure highest quality.
5. Communicate effectively with staff and patients.
6. Solve age-specific, disease- specific and non-routine imaging situations.
7. Make critical decisions appropriate for the medical imager.
8. Perform as an effective team member.
9. Practice within the ethical framework of the profession.
10. Document participation in continuing education activities to stay current in their profession.
11. Begin employment in a healthcare facility within the community.
12. Meet the imaging needs of the community.

Adopted: 2002

CURRICULUM STANDARD

The American Society of Radiologic Technologists' Professional Curriculum for Radiography serves as the standard and guide for Hagerstown Community College's Radiography and Advanced Imaging Programs.

Adopted: 2002

ARRT ETHICS

Students must complete the American Registry of Technologists (ARRT) Ethics Pre-Application Review to determine your future eligibility to sit for the ARRT national certification examination IF:

- a) you have committed a misdemeanor or felony offense, including convictions or charges resulting in a plea of guilty, plea of nolo contendere (no contest), withheld or deferred adjudication, suspended or stay of sentence, pre-trial diversion, or military court-martial.
- b) Or answer “Yes” to the following question:

Have you ever been suspended, dismissed, or expelled from an educational program that you attended in order to meet ARRT certification requirements?

Other reportable Honor Code infractions include:

- Cheating and/or plagiarism;
- Falsification of eligibility requirements (e.g. clinical competency information);
- Forgery or alteration of any document related to qualifications or patient care;
- Abuse, neglect, or abandonment of patients;
- Sexual contact without consent or harassment to any member of the community, including patients;
- Conduct that is seriously obscene or offensive;
- Practicing in an unsafe manner or outside the scope of professional training;
- Violating patient confidentiality (HIPAA)
- Attempted or actual theft of any item not belonging to the student (including patient’s property); and/or
- Attending class or clinical setting while under the influence of alcohol, drugs, or other substances.

Note: This list does not include all reportable violations as stated on the ARRT website.

Further information regarding reporting requirements may be accessed on the ARRT website under “Ethics FAQs,” at www.arrt.org or by calling (651) 687-0048, Ext. 8580

Students deemed ineligible by the ARRT to sit for the national certification examination will be recommended for dismissal and will forfeit the right for future admission or readmission to any of the radiography programs (radiography, computed tomography imaging, magnetic resonance imaging and mammography). Hagerstown Community College has no influence or control over the ARRT’s judgments in these matters.

Hagerstown Community College 2026-2027 Academic Calendar

Fall	Session		Start Date	End Date
	15 week		Monday, August 24, 2026	Sunday, December 13, 2026
	1st 7.5	A	Monday, August 24, 2026	Saturday, October 17, 2026
	12 week	W	Monday, September 14, 2026	Sunday, December 13, 2026
	2nd 7.5	B	Monday, October 19, 2026	Sunday, December 13, 2026

College Closed: Labor Day	Monday, September 7, 2026
College Closed: Thanksgiving	Wed., November 25 – Sun., November 29, 2026

Spring	Session		Start Date	End Date
	15 week		Monday, January 11, 2027	Tuesday, May 4, 2027
	1st 7.5	A	Monday, January 11, 2027	Saturday, March 6, 2027
	12 week	W	Monday, February 1, 2027	Tuesday, May 4, 2027
	2nd 7.5	B	Monday, March 15, 2027	Tuesday, May 4, 2027

College Closed: Dr. Martin Luther King, Jr. Holiday	Monday, January 18, 2027
Spring Break – No classes (College Closed Fri., March 12)	Monday, March 8 – Friday, March 12, 2027
College Closed	Friday, March 26 - Sunday, March 28, 2027
Recognition & Pinning Ceremonies (Various)	Monday, May 10 – Friday, May 14, 2027
Commencement	Saturday, May 15, 2027

Summer	Session		Start Date	End Date
	12 week	W	Monday, May 17, 2027	Friday, August 13, 2027
	1st 6	J	Monday, May 17, 2027	Monday, June 28, 2027
	1st 8	U	Monday, May 17, 2027	Tuesday, July 13, 2027
	2nd 8	Y	Monday, June 21, 2027	Friday, August 13, 2027
	2nd 6	K	Tuesday, July 6, 2027	Friday, August 13, 2027

College Closed: Memorial Day	Monday, May 31, 2027
College Closed: Juneteenth Holiday	Friday, June 18 – Saturday, June 19, 2027
College Closed: Independence Day	Sunday, July 4 – Monday, July 5, 2027

COLLEGE AND RADIOGRAPHY PROGRAM REQUIREMENTS

ACADEMIC ADVISEMENT

Availability

Hagerstown Community College provides student advisement. It provides services such as academic advisement and career planning. Advising needs may be satisfied by the faculty or in other cases, the appropriate administrative personnel.

Requirement

Students are encouraged to seek advising to meet their academic needs. Students are urged to consult frequently with both clinical and classroom faculty regarding their performance on exams and clinical skills. Faculty will initiate advisement as deemed necessary and appropriate.

Student support advisors are available throughout the year for advisement on a walk-in basis. Students or prospective students who have questions may e-mail advise@hagerstowncc.edu, or call 240-500-2240.

Advisement information is available on the College's website, www.hagerstowncc.edu, under "Current Students" and "Future Students."

RADIOGRAPHY PROGRAM GRADING SCALE

90 - 100	A	Superior
80 - 89	B	Above Average
75 - 79	C	Average
74 OR BELOW	F	Fail

CRITERIA FOR PROGRESSION REQUIREMENT

1. Students in the Radiography Programs must maintain a quality-point index of 2.5. Any student who is placed on academic probation must obtain a quality point index of 2.5 before readmission into the Radiography Program.
2. Upon admission to the program, students are expected to adhere to the prescribed program course sequencing as outlined in the HCC Catalog.
3. Grades of “75%” or a “C” grade or higher must be obtained in all Radiography program and general education courses to continue in the Radiography program sequence.
4. Students must successfully complete/ pass all courses within the given semester to advance to the subsequent semester in the program sequence.
5. Students must earn a **minimum combined grade of 78% for all exams** in each program course.
6. If a grade of “75%” or better is achieved in a science or radiography course, it cannot be repeated in order to achieve a higher grade. The course may be audited.

Adopted: 2002
Revised: 2017, 2024, 2026

CRITERIA FOR READMISSION

A student who was been dismissed from the Radiography program for academic reasons, or who voluntarily withdraws from the program, is eligible to reapply to the program **one time**. A student may be readmitted into the Radiography Program once and must reapply within one year from dismissal.

1. Readmissions Procedures:

- A. If a student wishes to re-enter the Radiography Program, they must submit a written letter of this intent to the Office of Admissions, and the Radiography Program Coordinator. Decisions related to readmission will be made by the Office of Admissions and the Coordinator based upon resolution of the previous situation.
- B. If a student reapplies to the Radiography Program and is in good academic standing, they can be accepted if the class of students will not exceed the maximum number as established by the Joint Review Committee Educational Guidelines. The maximum number of students the program can accept is 31, due to accreditation ratios in clinical.

If the number of students requesting readmission exceeds class capacity, acceptance to the program will be determined by the highest grade point average.

- C. If a student earned an overall course grade lower than a 75% or did not meet the minimum exam average grade in only ONE radiography didactic course of the given semester, the student may be considered for readmission to the program.
 - a. Students who earn an overall course grade below a 75%, or who do not meet the minimum exam average grade in more than one didactic course are not eligible for program readmission.
 - b. Students who earn an overall course grade below 75%, or who do not meet the passing competency or evaluation standards in a clinical course are not eligible for program readmission.
 - D. If an unsatisfactory grade is achieved in a Radiography course(s) a second time, the student is not eligible for readmission.
2. A complete physical examination and necessary immunizations; negative drug screen; and State and Federal background checks completed using the digital fingerprinting method must be received one month before a student is readmitted into any of the Medical Imaging Programs.
3. In order to keep our curriculum current, it is revised from time to time. Therefore, the curriculum under which a student seeks readmission may be different from the one under which the student departed. Students who are accepted for readmission must complete the degree requirements that are in place at the time of readmission. Students may need to buy different books, supplies, or equipment.

Adopted: 2002
Revised: 2022, 2025, 2026

TRANSFER STUDENTS

Students transferring from another imaging program to Hagerstown Community College must meet the following criteria for advanced placement:

1. Fulfill all academic criteria for admission to the radiography program, including submission of official transcript(s) from the former institution.
2. Attended a program accredited by the Joint Review Committee on Education in Radiologic Technology.
3. Achieved satisfactory grades (75% or higher) in the academic and clinical courses of the former program. Minimum grade point average of 2.5 is required.
4. Achieved a score of 85 percent or greater on written comprehensive examinations and satisfactory rating on performance competency tests in the clinical area.
5. Submit a letter of recommendation from the Director of the former program.
6. Admission of applicants for advanced placement in the radiography program are considered on an individual basis and restricted by the student capacity of the program. Students should contact the Office of Admissions and Enrollment.

Adopted: 2005
Revised: 2010, 2014

EXTENSION OF THE RADIOGRAPHY PROGRAM LENGTH REQUIREMENT

Students requesting an extension of time to complete the Radiography program must meet the following requirements:

1. Obtain permission from the Radiography Program Coordinator and Radiography instructor(s) to receive a grade of "I" (incomplete) for the required course(s).
2. Requests for an "incomplete" must be in writing and obtained prior to the date of the final examination.
3. Complete the procedure stated in the College Catalog for requesting a grade of incomplete.
4. Course requirements must be completed no later than the end of the semester subsequent to the one in which the "I" grade was assigned.
5. If course requirements are not completed as required, a grade of "F" (failure) will be given for the course(s).

Student requests for grades of incomplete will be considered on an individual basis.
This may delay program completion and/or graduation. College guidelines will be followed.

Students eligible for graduation from the Radiography program must meet the requirements for the associate degree stated in the College Catalog and the Radiography program.

Students will be verified to take the American Registry of Radiologic Technologists (ARRT) examination upon satisfactory completion of the Radiography curriculum.

Adopted: 1999

Revised: 2010

AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS (ASRT) CODE OF ETHICS

- The radiologic technologist conducts himself or herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
- The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
- The radiologic technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socio-economic status.
- The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purpose for which they were designed and employs procedures and techniques appropriately.
- The radiologic technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
- The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
- The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team.
- The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
- The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

STANDARDS OF CONDUCT

It is the requirement of the Hagerstown Community College Radiography Program for students who are enrolled in the Medical Imaging programs to adhere to established standards of conduct, in addition to the HCC Code of Student Conduct, published in the HCC Student Handbook <https://www.hagerstowncc.edu/docs/student-handbook>.

Adherence to the standards of conduct are expected at all times while students are enrolled in the Radiography program and engaged in professional activities during the course of their instruction both at the college and within the community.

A violation of the standards of conduct that occur during class or clinical will be reviewed for appropriate action by the Radiography faculty, Program Coordinator, or Director, Division of Health Sciences. Behavioral violations of the HCC Student Code of Conduct will be referred to the office of the Dean of Students.

You are entering a field that requires you to conduct yourself professionally both at your clinical site and outside of this forum. Your role is a student and you must conduct yourself accordingly. There is to be no socializing with the clinical instructors, technologists, or faculty of the Radiography program. This includes and is not limited to: calling (outside of call out sick), texting, going out to eat/drink, “hanging out” after clinical hours, or initiating communication/connecting with them on social media networks. The clinical instructors, the facilities staff, and the Radiography program members are your professional leaders, not your personal friends and it is strongly discouraged to treat them in any other manner. Please remember your role as a student and treat the clinical instructors, technologists, and the students of the Radiography program with respect. You are a guest at the clinical sites and may be asked to leave if you exhibit unprofessional behavior. Clinical site staff are your mentors and are professionals in the field and in order to have fairness and equity for all students, they must be treated professionally and not as your personal friend.

In addition to the Honor Code of Hagerstown Community College and the requirements of the Radiography Program, students are required to adhere to The American Registry of Radiologic Technologists Code of Ethics (*asrt.org*). Violations of any of these policies and/or requirements may result in recommendation for dismissal from the Radiography Program.

Adopted: 2004
Revised: 2017, 2026

ADHERENCE TO COLLEGE AND PROGRAM REQUIREMENTS

Students enrolled in the Radiography Program are subject to the policies and requirements identified in the following publications: *College Catalog*, *HCC Student Handbook*, and *the Radiography Student Handbook*. The college catalog is available on the college website. Copies of the HCC Student Handbook are available in the Student Center. The *Radiography Programs Student Handbook* is available on your D2L class site each semester.

Adopted: 2001
Revised: 2012, 2017

HCC FREEDOM OF EXPRESSION AND ANTI-DISCRIMINATION POLICIES

The purposes of this Requirement are two-fold: first, to address discrimination in a general way and second, to address specifically patient care in the clinical setting, which must happen in a non-discriminatory manner.

The Radiography Programs support the college's Anti-Discrimination Policy and Freedom of Expression on Campus policy <https://www.hagerstowncc.edu/docs/student-handbook> with the former found in the expanded information found in the Discrimination, Hate Crimes, and Biased Incident Reporting per the Board of Trustees Manual <https://www.hagerstowncc.edu/docs/presidents-office/board-trustees-policy-manual> which is committed to maintaining an atmosphere that does not tolerate any language, action or behavior that is hostile to others. Furthermore, professional codes emphasize the responsibility to provide care for all patients/clients, regardless of individual characteristics. The American Society of Radiologic Technologists' Scope of Practice and Code of Ethics and the American Registry of Radiologic Technologists' Principles of Professional Conduct for Radiologic Technologists will be followed by faculty and students.

1. Any student who has reason to believe that they have experienced discrimination is referred to the General Grievance Policy for Students, found in the HCC Student Handbook.
2. Any student who refuses to participate in the care of any patient during his/her clinical experience will be in violation of professional ethics and may be recommended for dismissal from the Radiography Programs.

Adopted: 2002

Revised: 2017, 2026

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA is a federal law that protects the privacy of student education records and applies to all schools that receive funds under an applicable program of the U.S. For more information on FERPA, please refer to the HCC Student Handbook. <https://www.hagerstowncc.edu/docs/student-handbook>.

Revised: 2017

SOCIAL MEDIA RULES

Social media is a powerful communication tool and it shall be the rule of Hagerstown Community College (HCC) to actively use it to educate, inform, and collaborate with its students, staff, faculty, and alumni, as well as members of the community. Social media provides college staff and faculty with the ability to reach students outside the classroom and a way to better inform the public about college news and events. For more detailed information on the social media rules, please refer to the HCC Student Handbook.

Radiography Students must behave responsibly and professionally when using the internet. Students should not post on social networking sites or apps, blogs, or other websites, send email or text message (unless appropriately reporting a course-related issue to the appropriate Faculty or Clinical Instructor) in a way that would be deemed unprofessional, overall negative or in an inappropriate manner.

Students are asked not to do the following while enrolled in Radiography Program

- Post or send inappropriate pictures.
- Post or send offensive comments or materials.
- Post or send materials of sexual content.
- Post or send negative comments or complaints about others (including patients, staff, clinical sites).
- Students are not permitted to post identifying information regarding patients that they have encountered in the clinical setting.

Students who post or share information or media showing behavior that violates The American Registry of Radiologic Technologists Code of Ethics may be dismissed from the Radiography program. A violation of standards of conduct that occur during class or clinical will be reviewed for appropriate action by the radiography faculty or Director, Division of Health Sciences.

I have read and understand the social media rules. I understand the importance of behaving responsibly and professionally when using the internet.

CLASSES AND CLINICAL ATTENDANCE REQUIREMENT

Attendance is required in both academic and clinical experience. The program has been planned on a definite schedule of classroom, lab and clinical rotations. Attendance at every class, lab and clinical activity is expected. **Absences are either excused or unexcused. Excused absences are for the following: 1) any absence with a doctor/hospital note for yourself stating that you are unable to attend class, 2) a court date/jury duty date with appropriate court documentation provided to the instructor, 3) death of an immediate family member with documentation provided to the instructor, 4) birth of a child. All other absences will be considered unexcused. For didactic courses, the student will receive a one- point course grade deduction for each scheduled class/lab period that they miss. For clinical courses, the student will receive a three-point course grade deduction for each clinical shift they miss.**

Two tardies/leave early to class or lab are equivalent to one absence. Students are expected to notify the instructor when they are going to be absent or tardy to class, prior to class starting. Failure to notify instructor results in an additional **one-** point deduction from the final course grade.

Students who miss an examination, may be permitted to make it up, according to instructor permissions, as stated in course syllabus. A grade of “0” will be given if no makeup is completed. Students are expected to check with the instructor about missed assignments, tests, course and clinical education. The use of electronic communication devices (cell phones, beepers, etc.) and any activities related to the use of these devices (texting, etc.) is prohibited in the classroom, lab, clinical areas or Academic Testing Center.

Students are expected to come to class and clinical prepared to learn and engage. This preparation includes bringing the correct text, any assignments, and materials for note taking.

Promptness for class and clinical is important. You are expected to arrive ten minutes prior to the start of scheduled educational activities. Habitual tardiness will not be tolerated and may result in being recommended for dismissal. Arriving late to clinical or class will result in points be deducted from the final grade, as per course syllabus.

Please refer to the College Catalog and the current HCC Student Handbook for supplemental information concerning college requirements and student rights. <https://www.hagerstowncc.edu/docs/student-handbook>.

Maximum School Hours: Class, lab and clinical education hours may not exceed 40 hours per week. Students may not exceed 10 hours per day in clinical.

Adopted: 2007
Revised: 2015, 2017, 2026

STUDENT RESPONSIBILITIES REQUIREMENT

Students are responsible for sharing with the clinical staff the imaging competencies they have successfully performed and their level of clinical experience in the Radiography Programs (i.e., first year or second year student). Sharing this information is necessary to ensure patient and student safety.

Students who miss classroom and clinical assignments and activities are responsible for contacting the instructor(s). If possible, arrangements may be made to complete the missed activity or assignment. Some assignments and activities are scheduled only once a year and may change the student's completion date for the Program. Students are encouraged to maintain excellent attendance to progress successfully through the Program and avoid rescheduling activities and assignments.

Students are responsible for maintaining their clinical documentation for the Radiography Program. Documentation that is missing at the time of semester and program checkouts must be rectified. Documentation that is missing at the time of final clinical checkout may change the student's completion date for the Program.

Adopted: 1999
Revised: 2026

DISCIPLINARY GUIDELINES FOR THE RADIOGRAPHY PROGRAM

Students in the Radiography Program are required to abide by the policies, procedures, and requirements of the College, the Program, and the clinical education centers. In addition, students are expected to abide by the American Registry of Radiologic Technologists' and the American Society of Radiologic Technologists' Professional Codes of Ethics and Scope of Practice. Disciplinary action will be taken if the student fails to adhere to these requirements and procedures.

Disciplinary Procedure

Disciplinary Action Counseling forms may be completed by the Clinical Coordinator, Clinical Instructor and/or Program Coordinator as soon as any of the following incidents of misconduct are known.

Students who violate any of the identified actions under Group I may be recommended for dismissal from the program. The protocol is to follow Group II guidelines for documentation of violation, if recommendation of dismissal is not required.

Examples of Group I violations include and are not limited to: allowing a patient to fall, insubordination toward staff or faculty (both at the college and clinical setting), HIPAA violations, falsifying time cards, collaboration on tests, quizzes, assignments, comps when instructor has not expressly allowed this.

GROUP I

1. Possessing or under the influence of illicit substances or alcohol while at the clinical site.
2. Theft, abuse, misuse, or destruction of the property or equipment of any patient, visitor, student, hospital employee, or hospital.
3. Disclosing confidential information about any patient.
4. Immoral, indecent, illegal, or unethical conduct on hospital premises.
5. Possession of weapons, or wielding or threatening to use any type of weapon on hospital or College property.
6. Assault on any patient, visitor, student, and hospital or College personnel.
7. Misuse or falsification of patient, student, and hospital or College records.
8. Removal of patient, student, and hospital or College records without authorization.
9. Smoking in restricted areas.
10. Failure to follow College policies or program requirements and clinical facility policies.
11. Insubordination and/or refusal to obey orders.
12. Unsafe conduct.
13. Dishonesty or cheating.
14. Engaging in conduct that could ultimately threaten the physical well-being of any patient, visitor, student, and hospital or College personnel.
15. Inconsiderate treatment of patients, visitors, students, and hospital or College personnel.
16. Inappropriate dress or appearance. (see dress code in clinical section)

Examples of Group II violations include but are not limited to: sleeping during class/clinical, not able to follow directions from staff which may cause potential harm/injury to patient, imaging the wrong patient due to not verifying order/correct patient, not conducting self professionally among college/hospital staff, failure to follow rules/policies stated in course syllabus.

GROUP II

1. Leaving clinical area without proper authorization.
2. Sleeping during scheduled clinical hours.
3. Restricting or impeding clinical output.
4. Repeating a radiographic image without supervision.
5. Performing a portable (mobile) exam without supervision.
6. Unexcused absences (Failure to notify clinical instructor).
7. Improperly recording clinical time on Trajecsys.
8. Failure to be ready for clinical assignment at starting time or reporting to clinical at incorrect time.
9. Reporting to the wrong clinical site.
10. Failure to perform responsibilities or to exercise reasonable care in the performance of responsibilities.
11. Violation of safety rules and regulations or failure to use safety equipment provided.
12. Unauthorized use of equipment.
13. Unauthorized soliciting, vending, or distribution of written or printed matter.
14. Threatening, intimidating, coercing other students, patients, visitors, or hospital personnel.
15. Individual acceptance of gratuities from patients.
16. Any improper fraternization between students, hospital, and medical staff during clinical hours.
17. Any misuse of any dosimeter while in the program.
18. Any misuse of college and clinical facility computers and/or electronic devices, including internet use, database use, and website use.
19. Any inappropriate behavior(s) around the clinical equipment or their operation will not be tolerated and may result in dismissal from the program.
20. Completing exam without having physician's order verified by technologist.

For students who violate the identified actions under Group II, the following procedure will be activated:

- 1st Report: Verbally warned & counseled, plus a 5-point deduction from final course grade.
- 2nd Report: Written warning & counseled, plus a 10-point deduction from final course grade.
- 3rd Report: Suspension from clinical up to 3-days, plus a 10-point deduction from final course grade. Clinical time missed due to suspension must be made-up. The Clinical Coordinator and/or Instructor will schedule the make-up time.
- 4th Report: **Failing Course Grade and may be recommended for program dismissal.**

Dismissal

Students in the Radiologic Technology Program may be recommended for dismissal from the program for the following reasons:

- Violation of any identified indiscretion(s) under Group I of the Disciplinary Action/Counseling Report.
- 4th reported violation of any identified indiscretion(s) under Group II of the Disciplinary Action/Counseling Report.
- Failure to receive a 75% or higher in any of the Radiography Program courses and/or failure to receive a 78% test average in any of the program courses. Students have the right to appeal a course grade by following the grade appeal process published in the HCC Student Handbook.

Students who are dismissed for academic reasons may be eligible to re-apply to the program.

It should be understood that Radiography program faculty will maintain documentation at all levels for either Group I or Group II offenses.

Adopted: 2007;
Revised: 2010, 2017, 2026

GENERAL GRIEVANCE GUIDELINES FOR STUDENTS

The **Joint Review Committee on Education in Radiologic Technology (JRCERT)** accredits the Radiography Program. This accreditation is important because it indicates that the program is committed to academic excellence, health care quality and patient and professional safety. JRCERT accreditation demonstrates that a program adheres to the national educational standards that have been accepted by the profession. **The Standards for an Accredited Educational Program in Radiologic Sciences (STANDARDS) are available upon request in the Program Director's office.** Students who have concerns regarding the program's compliance with the **STANDARDS** should follow the procedures outlined in the General Grievance Policy in the HCC Student Handbook

Following completion of the College's General Grievance Procedure, a student may contact the Joint Review Committee on Education in Radiologic Technology (JRCERT) in writing to pursue a timely and appropriate resolution of complaints regarding allegations of non-compliance with JRCERT Standards.

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive
Suite 2850
Chicago, Illinois 60606-3182
Phone: (312) 704-5300
Fax: (312) 704-5304
Email: mail@jrcert.org

Adopted: 2002; Revised: 2017

PROFESSIONAL ORGANIZATIONS AND ACTIVITIES

The Radiography program encourages student participation in professional organizations and educational activities to enhance their learning experiences.

The professional organizations offer special student membership fees. The following organizations are recommended to the student for consideration:

1. American Society of Radiologic Technologists (www.asrt.org)
2. Maryland Society of Radiologic Technologists (www.msrtonline.org)
3. American Registry of Radiologic Technologists (www.arrt.org)
4. Maryland Zeta Chapter of Lambda Nu Honor Society (www.lambdanu.org)

Applications for membership are available on the Web and may require supporting documentation from the Program Coordinator.

Adopted: 1999

Revised: 2019

CONDUCT AND PROFESSIONALISM

Some radiography program courses will require students to partner with classmates to demonstrate skills and techniques. Student partnerships may be utilized for practice and for the purpose of competency testing.

Students are not permitted to share any testing details of their assigned partner/partners-to include scores, performance, or instructor feedback under any circumstances. Student performance and academic records are protected information. According to the HCC Academic Integrity Policy,

Hagerstown Community College is committed to upholding the highest standards of integrity, honesty, and ethical behavior among its students, faculty, and staff. Everyone in the College community is expected to obey the law, promote a sense of respect and consideration of others, perform contractual obligations, maintain integrity and high standards in academic work, and observe appropriate standards of conduct.

Any violation of this policy may result in the disciplinary actions as outlined in the Program handbook.

Adopted: 2023

I have read and understand the rules pertaining to the CONDUCT AND PROFESSIONALISM
FOR THE RADIOGRAPHY PROGRAM.

RADIOGRAPHY LABORATORY RULES

Guidelines are established to facilitate organization and safety in the Radiography labs at all times. Instructors and students are responsible for maintaining safety in the lab. Standard precautions are to be observed at all times.

General:

No food or drinks are permitted in labs.

Since the lab is not a latex free environment, latex sensitive instructors and students must notify the instructor so that any special needs or precautions can be addressed.

Scheduled lab activities must be organized and completed on time so there is no interference with another scheduled lab activity/session.

All equipment and furniture is to be used for the intended purpose only.

After use, all equipment and furniture is to be cleaned and returned to the original position.

All trash is to be placed in the appropriate receptacle.

Equipment:

Used for specific purpose only.

Clean appropriately if soiled.

Plug into a live outlet if appropriate. Portable x-ray unit, surgical c-arm.

Broken equipment is to be tagged with manila tags with date, name of person reporting, and description of problem. Each department is to place broken equipment in designated area and notify director/coordinator and lab coordinator. Tags can be obtained from program coordinator.

Beds are to be placed in low position with wheels locked.

Stretchers are to have wheels locked.

All equipment should be stored properly

Mannequins:

Treat with care and respect as a patient would be treated.

Positioning should be the same as for patients.

Linens:

All soiled linen is to be placed in blue linen bags in linen hampers.

Remove linen bag when it is 2/3rds full, attach a tag for your department and place linen bag in designated soiled utility bin marked dirty linen.

Biohazard:

Needle/Sharp boxes are to be replaced when full line on box is reached, do not overfill.

Replace with new sharps box.

Place used sharp box in biohazard closet in container marked for biohazard waste.

All biohazard trash is to be placed in a red bag and placed in the biohazard closet.

Trash:

All trash used during a lab is to be discarded in appropriate container.

Do not leave trash on counter tops, floors or on bedside tables, beds, etc.

Students:

1. Permitted to use the skill lab during scheduled hours only with instructor or lab assistant present. No student is to use the lab unsupervised.
2. May use only those supplies and equipment they have been trained to use.
3. Expected to work as quietly as possible so that other students are not disturbed.
4. Expected to use disposable supplies judiciously. There may be a cost to the student for any additional lab supplies that are needed.
5. All students are expected to clean up their work area when finished; returning supplies, equipment and furniture to their proper storage area and original position.
6. Personal items are not permitted in the lab: book bags, backpacks, purses, coats, etc. Leave them in the classroom.
7. No sitting or lying on table tops, beds, exam tables, stretchers, wheelchairs, etc. unless required as part of the lab experience.
8. Appropriate attire should be worn to the lab: Students are expected to adhere to the laboratory dress code guidelines.

HCC Radiography Laboratory Dress Code Guidelines

The student shall adhere to the following dress code guidelines while in the on-campus radiographic lab suite.

- Shoes must be closed toed and appropriate for wear when using and manipulating radiographic equipment.
- Clothing/attire must be appropriate for a professional environment.
 - Shorts are not permitted.
 - Skirts must be at least ankle-length.
 - Tank tops/ sleeveless tops are not permitted.
 - Midriff-baring, décolletage-baring, or open-back tops are not permitted.
 - Chest/torso anatomy should be completely covered by clothing, including the navel.

Adopted: 2025

I have received and agree to abide by the Radiography laboratory dress code guidelines.

EXPOSURE MONITORING AND IDENTIFICATION BADGES

Classroom

Radiation dosimeter must be worn during classroom experiences when operating the energized laboratory equipment at the College.

Clinical

Upon initial entrance to the Clinical Affiliates, the student will be issued radiation dosimeters which are to be worn at all times while in the Clinical Area. Radiation exposure reports are maintained by the clinical coordinator and reviewed by students quarterly. The clinical site will be notified if a student receives exposure above 125 mrem in one quarter (every 3 months.).

Radiation Dosimeter Guidelines

1. All students must wear radiation dosimeters at all times while at the clinical sites for clinical instruction.
2. Radiation dosimeters will be issued to students by Hagerstown Community College.
3. Each student will receive their dosimeter on or before the first day of clinical attendance. A second radiation badge will be provided to any pregnant student upon request.
4. In the event a student terminates their participation in a clinical program, the student must return the dosimeter to the College.
5. At the conclusion of a student's clinical experience, the same collection procedure outlined in Item 4 above will be followed.
6. Radiation dosimeters must remain at the College between semesters or at any time there will be a break in the clinical experience. New dosimeters will be provided when students return. Radiation dosimeters are replaced every 3 months (quarterly). A point will be deducted from the student's clinical grade for each time in a semester that the student fails to meet the deadline for replacing their dosimeter.
7. In the event a student forgets to bring their dosimeter to Clinical on a day of clinical assignment, the student will be required to leave the clinical site and retrieve their dosimeter.
8. A student may not wear another student's radiation dosimeter.

SAFETY AND CONDUCT RULES FOR THE RADIOGRAPHY PROGRAM

The Radiography Program provides the student with the opportunity to develop skills operating imaging equipment in the energized lab, skills lab, and classroom. All aspects of the program require following special rules to ensure safety for both you and your classmates.

*Do not use the laboratory facilities unless supervised by appropriate College personnel.

Energized Lab, Classroom, and Skills Lab

1. Any inappropriate behavior(s) around the equipment or their operation will not be tolerated and may result in a recommendation for dismissal from the program. If the behavior is a violation of the HCC Student Code of Conduct, it will be referred to the Dean of Students.
2. Radiation dosimeters should be worn when the imaging units are in operation. Dosimeters should be placed on the front of the body, somewhere between the shoulder to waist area. Please make sure you have the correct dosimeter and the badge is oriented correctly in its fastener clip. Dosimetry reports are kept in the Clinical Coordinator's office. You may see your reports anytime.
3. Before making a radiation exposure, be sure the control panel is set correctly and no one is in the room or area.
4. Be sure to turn the appropriate positioning locks off on the tube stand before attempting to move the unit. This will help to prolong the life of the locks.
5. Do not, under any circumstances, radiograph another human being using the imaging units.
6. If you notice anything unusual in the operation of the imaging units or their appearance (i.e., loose wire), please report it to the instructor. The units are calibrated each year to ensure the unit meets federal and state guidelines for ionizing radiation units.
7. Do not eat, drink, or smoke in the energized lab, skills lab, or at the operating consoles.
8. While positioning the phantom or a fellow classmate can be fun, do not lose sight of the fact that you are working with heavy electrical equipment and injuries can occur (i.e., hitting head on tube, etc). Therefore, appropriate conduct is required when operating the unit. Should an injury occur, please report it to the instructor at that time.
9. Closed toe shoes are to be worn in the lab at all times. Students will not be permitted into lab with sandals or any open toe shoes.

I have read and understand the rules pertaining to the SAFETY AND CONDUCT
RULES FOR THE RADIOGRAPHY PROGRAM.

MALPRACTICE (LIABILITY) INSURANCE

As a student, you have a responsibility for personal actions in your contact with patients in the Radiography Departments as well as other areas of the clinical sites. In view of this, each student must carry malpractice (liability) insurance. Coverage must extend over the entire length of the Program.

The College has purchased such insurance for students enrolled in the Health Sciences Programs. Malpractice means error, omission or negligence in the performance of duties as a student Radiographer.

Adopted: 2002

HEALTH & CLEARANCE RECORD MAINTENANCE

Submission of the physical copy of the following items is required of the Radiography program student for clearance to participate in the clinical site learning environment. Receipt of these items is confirmed by program personnel and is confidentially maintained for the entire length of student enrollment in the program.

Health Clearance Form
BLS/CPR
MMR vaccine/titer
Varicella vaccine/titer
Tetanus vaccine
Drug Screen (negative result)

State and FBI Background Checks
PPD / Tuberculin/QuantiFERON
Influenza vaccine
Hepatitis B vaccine/waiver

Upon departure from the program, either by graduation or other circumstances, the aforementioned items, which had been maintained in the student health and clearance record, are released to the student/program graduate. An acknowledgment form will be signed by the student/program graduate and program personnel upon this release.

Upon the student's/graduate's departure from the Radiography program, Hagerstown Community College is released from responsibility in the maintenance and custodianship of the physical copy of the student health and clearance record. Upon release, sole custodianship of the provided health and clearance documents is resumed by the student/program graduate.

Adopted: 2025
Revised: 2026

PHYSICAL EXAMINATION REQUIREMENT

Requirement

A health examination form signed by a qualified health care provider is required for all new Radiography program students and returning (readmission) students. A negative result drug screen along with State and Federal background checks that have been completed using the digital fingerprinting method are also required. All health examinations and related paperwork must be on file with the Radiography Clinical Coordinator prior to enrollment in the clinical component of the Radiography programs.

Students are expected to adhere to the requirements of the clinical affiliate to which they are assigned for rotations in an given semester.

Procedure

New Students

- New Radiography program students are provided a program on-boarding packet at new student orientation upon earning acceptance to the program. The on-boarding packet contains information and deadlines for the submission of all required student documents. Students will submit all required documentation directly to the Radiography Clinical Coordinator. Adherence to outlined deadlines is required.

Second Year Students

- Maintain all health documentation to remain compliant with program requirements.
- Any updated immunizations must also be reported in writing.

Returning Students

- Must communicate with the Radiography program Clinical Coordinator to verify current health status and immunizations or submit a new health examination form no later than 30 days prior to the first day of class.
- Returning students must also obtain a PPD TB skin test. A written report of the test results from a qualified health care provider must be submitted to the Clinical Coordinator no later than 30 days prior to the first day of class.
- Returning students will be provided with a timeline for the completion of an updated drug screen. Students will not be cleared to return to clinical rotations unless a negative drug screen result is on file.
- Any updated immunizations must be reported in writing.

All students

- All students will be required to obtain an influenza vaccine each year and provide adequate documentation to the Clinical Coordinator. Students who do not comply will not be allowed to attend clinical until the requirement has been met.

In consideration of the Radiography program's Technical Standards requirement, if a student's health status changes significantly at any time during the program, the student must submit an updated health examination report. Students cannot attend class or clinical if a physician places them on any lifting restriction or modified duty assignment. No accommodations can be made for this standard, as patient safety is top priority. Students must have a full release from their provider in order to participate in the lab and clinical learning environments.



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Hagerstown Community College Agreement/Waiver for Hepatitis Vaccination

Please check the option that describes your approach to the Hepatitis Vaccination then sign and date in the designated spaces.

- ☐ I have spoken with my physician and have decided, with his recommendation, to proceed with a hepatitis vaccination. I understand that this includes three separate inoculations and follow-up blood testing for positive antibodies.
- ☐ I have already received this inoculation and have completed the series of inoculation as of _____ (date).
- ☐ I waive the hepatitis inoculation after conferring with my physician.

I release Hagerstown Community College of all legal and medical obligations in relation to the vaccination for hepatitis and any future complications that may result from the hepatitis vaccination.

*** Students are responsible for the accuracy of this information. Omitted or inaccurate information will be considered a violation of the HCC Honor Code and may result in a recommendation for the student's dismissal from the program.***

LATEX ALLERGIES

Standard

Any student with a suspected or known latex allergy must submit documentation from a physician that the allergy exists and that the student may participate in the chosen Health Sciences Division program of study.

Any student diagnosed with *allergic contact dermatitis* must wear a MedicAlert-type bracelet.

Any student diagnosed with an actual *latex allergy* must wear a MedicAlert-type bracelet and carry an Epi-pen on their person at all times in class, school simulation labs, and during all clinical affiliations.

Students diagnosed with an *allergic contact dermatitis* to latex or an actual *latex allergy* must avoid contact with latex gloves and other latex containing products, and avoid situations where there is a likelihood of inhaling the powder from latex gloves worn by other workers.

Students must wear either plastic, vinyl, or other non-latex gloves when the possibility exists that they may come in contact with latex products in the simulation lab or during the course of patient care. Hypoallergenic latex gloves are not acceptable.

It is the responsibility of the student to ensure that all necessary precautions are taken to minimize and prevent exposure to latex products.

Students will be responsible for the cost of any emergency care needed due to latex exposure.

Definition

Allergic contact dermatitis or type IV (delayed hypersensitivity) results from exposure to chemicals added to latex during harvesting, processing, or manufacturing. These chemicals can cause skin reactions with symptoms usually developing within 24 – 48 hours of cutaneous or mucous membrane exposure to latex in a sensitized person. Type IV hypersensitivity is more common in allergy prone (atopic) individuals. The dermatitis may predispose the person to further sensitizations or infections. Symptoms include erythema, vesicles, papules, pruritus, blisters, and crusting. (Behrman)

Latex allergy or type I hypersensitivity is a more serious reaction to latex caused by proteins in the latex that are highly allergenic. Exposure can occur following skin, mucous membrane, or visceral/peritoneal contact. It can also follow inhalation of latex-laden particles or bloodstream exposure to soluble latex proteins following intravascular access procedures. Onset can occur within minutes, very rarely longer than two hours. Symptoms include local and generalized urticaria, feeling of faintness, feelings of impending doom, angioedema, nausea, vomiting, abdominal cramps, rhinoconjunctivitis, bronchospasm, or anaphylactic shock. (Behrman)

Procedure

- Any student who suspects that they may have a latex sensitivity must consult a physician to rule out or confirm the problem.
- If a student has a diagnosed *allergic contact dermatitis (type IV)* or a *latex allergy (type I hypersensitivity)* the student must consult a physician and submit documentation from the physician stating that the allergy exists and that the student may participate in the chosen Health Sciences Division program of study. This documentation must accompany submission of the health form to the nursing office.
- Any student diagnosed with *allergic contact dermatitis* or an actual *latex allergy* must wear a MedicAlert-type bracelet. In addition, students who have an actual *latex allergy* must carry and Epi-pen at all times in class, school simulation labs, and during all clinical affiliations.
- Students may provide their own non-latex gloves or ask the division lab coordinator for a supply that can be used in class as needed, the simulation lab, or during clinical affiliations.
- Health Science Division faculty and clinical instructors will be notified of any latex sensitive students they may have in class, simulation lab, or clinical.
- Students must make every effort to minimize or prevent their exposure to latex products during class, simulation lab, or clinical.
- In the event that a student with *allergic contact dermatitis* is exposed to latex, an incident report will be completed and the student directed to consult with their physician as soon as possible.
- In the event that a student with an actual *latex allergy* is exposed to latex, the affected student, faculty member, or clinical instructor may administer the prescribed Epi-pen dose carried by the student. The EMS system must be activated by calling 911 so that the student can be transported to the nearest emergency facility for treatment. An incident report must be completed by the faculty member responsible for the student at the time of the occurrence.
- Students with a *latex allergy* who have been exposed and treated by a physician must bring a note to the nursing office from the physician stating that the student has been cleared to return to school.

References

Behrman, A. (2005). *Latex Allergy*. *eMedicine from Web MD*. Online: 07/25/07.
www.emedicine.com/emerg/topic814.htm

NIOSH. (1997). *NIOSH Alert: Preventing Allergic Reactions to Natural Rubber Latex in the Workplace*. DHHS (NIOSH) Publication No. 97-135. Online: 07/25/07. www.cdc.gov/Niosh/latexalt.html

TECHNICAL STANDARDS REQUIREMENT

All radiography students are required to complete the Technical Standards form and complete various Technical Standards activities during program orientation. Students with documented disabilities who are not able to meet the technical standards for the Radiography program will be referred to the HCC Coordinator of Disability support services. If an accepted/enrolled student cannot meet the technical requirements due to an injury or illness, the student will be unable to attend lab or clinical activities until they receive permission from their provider to continue normal activities with no restrictions.

Adopted: 2005
 Revised: 2017

INJURIES OCCURRING IN CONJUNCTION WITH A RADIOGRAPHY PROGRAM CLASSROOM, LABORATORY, OR CLINICAL

If you are injured in any way while taking part in a Radiography Program, you must inform your instructor immediately. This is very important for your protection as well as the protection of the college and clinical affiliates, and patients. Students must have a full written medical release, with zero restrictions from their provider in order to return to the classroom and/or the clinical environment.

There is a protocol to be followed and a form that must be completed indicating the nature of your injury and follow-up care. If this is not done and complications arise from the injury, your insurance may not cover your medical care.

If a student cannot attend class and/or clinical due to restrictions, this may result in the student withdrawing from the program and returning the following year to complete the requirements.

The student may be eligible to take an incomplete for the semester.

Each situation is reviewed on a case by case basis.

It is the student's responsibility to meet with the Clinical Coordinator to create a make-up plan to make up missed clinical hours and/or the faculty to make up missed assignments.

I have read and understand the Technical Standards Requirement and know I must have a signed document from my physician stating that I can return to normal classroom and/or clinical activities with zero restrictions.

If my physician will not release me to return, I understand I may have to step-out of the program for 1 year or take an incomplete for the semester. I understand it is my responsibility to meet with Radiography Program faculty to create a plan to complete the requirements.

I have read and understand the agreement concerning injury in conjunction with the Radiography Programs at Hagerstown Community College.

Adopted: 2001

Revised: 2022

CRIMINAL BACKGROUND AND DRUG SCREEN PROCEDURES

All Radiography students are required to complete State and Federal criminal background checks using the fingerprinting method. Students who receive unsatisfactory results will be required to complete the American Registry of Radiologic Technologists ethics pre-application, which is reviewed by the ethics council of the ARRT. In cases of ethics review, eligibility to take the national certification exam is determined solely by the American Registry of Radiologic Technologists. Students who are not eligible to take the national certification examination will not be eligible to participate in any of the Medical Imaging programs. Criminal background check requirements, and any subsequent American Registry of Radiologic Technologists ethics reviews are due during the first summer semester, prior to clinical placement.

All Radiography program students must complete drug screening procedures as part of clinical site onboarding/clearance processes. The time frame for drug screening completion will be conveyed to students by the Clinical Coordinator. A negative drug screening result is required for students to participate in clinical education rotations/experiences.

The student's failure to comply with drug screening requirements, or their submission of a drug screen result that is positive for the presence of substances, may deem the student ineligible for clinical placement or progression in the Radiography program.

Adopted: 2005
Revised: 2010, 2026

CARDIOPULMONARY RESUSCITATION REQUIREMENT

All radiography students are required to have current certification in cardiopulmonary resuscitation (CPR) throughout the program. Students must submit proof of having completed the American Heart Association's Health Care Provider Course. Recertification is required every two years and must be completed by any student whose certification expires while enrolled in the program. Students who do not hold current CPR certification will not be allowed to attend any clinical affiliation until certification is obtained. It is the student's responsibility to ensure that current CPR certification is maintained.

Adopted: 2002

INCLEMENT WEATHER

When inclement weather and other emergencies occur that impact classes or other campus activities, announcements are made on local radio and TV stations, posted on the College website (www.hagerstowncc.edu), posted on the official College Facebook (www.facebook.com/hagerstowncc) and Twitter (www.twitter.com/hagerstowncc) accounts, and noted on the College switchboard recording. Students and others who have business at HCC are cautioned to listen for specific mention of HCC being closed, since the College does not always close when weather conditions make it necessary for the Washington County Public Schools to close.

When classes are affected by delayed openings or cancellations, refer to these resources for the status of the College:

- HCC website: www.hagerstowncc.edu
- Text message from the College's emergency alert system
- HCC Facebook page: www.facebook.com/hagerstowncc
- HCC Twitter account: www.twitter.com/hagerstowncc
- City of Hagerstown Channel 25
- Local radio stations

For additional information about college closings, visit www.hagerstowncc.edu/college-closings, and refer to the *College Closings* and *Delayed Openings* section of the current *HCC College Guide*.

When the College is closed, the students will not attend clinical rotations.

Attendance expectations pertaining to class, lab, and clinical during/following weather-related events are communicated by course instructors.

Adopted: 1999
Revised: 2015, 2024, 2025, 2026

CELL PHONE [EMERGENCY] ALERTS

Alerts from HCC

To help keep you better informed in the event of a campus emergency, HCC uses a notification system that enables you to receive urgent text messages through your cell phone and e-mail messages to your HCC e-mail account. Depending on your personal cell phone plan, there may be a nominal fee from your carrier to receive text messages, but there is no charge from the college to use the service.

SNOW EMERGENCY PLAN

If the Snow Emergency Plan is in effect, don't leave home until 8:00 a.m. Listen for final information on the College's status.

If the College is closed - stay at home.

If the College is open - you will need to make a decision about traveling to your clinical site. It is your responsibility to call the clinical site, the HCC clinical instructor, and a faculty member to tell them you will be late.

We will take weather conditions into consideration for the attendance portion of the grade. All clinical requirements for the semester will remain the same.

Adopted: 1999

CELL PHONES AND ELECTRONIC DEVICES

The ringer on all cell phones and any other communication devices must be turned off while in class. Students must leave the classroom if it is necessary to respond to a phone call. Text messaging is not allowed in class. Cell phones cannot be used in place of a calculator. The use of cell phones is prohibited at clinical sites. The use of "smart" devices (phones, watches, glasses, ear pieces etc.) is not permitted during any program testing procedure (quiz, competency, exam, etc.) or in the clinical environment.

Adopted: 2004

Revised: 2010, 2025, 2026

TOBACCO FREE POLICY

HCC is entirely a smoke-free campus. Smoking any type of cigarette, cigar, e-cigarette, or pipe within any building or structure owned, leased, operated, or controlled by the College is prohibited and is a violation of STATE LAW. For the purposes of clarity, no smoking will be allowed on any balcony, foyer, or vestibule. Please refer to HCC Student Handbook for more information.

Adopted: 2003

Revised: 2014, 2017

ENFORCEMENT OF TOBACCO FREE POLICY

It is the responsibility of all faculty, staff, and students to enforce the College's smoking Requirement. If an individual has a particular problem, that individual may request the help of the Campus Police in enforcing the Requirement. Students, faculty, administrators, and staff who fail to obey the smoking Requirement of the College and STATE LAW regarding smoking will be subject to disciplinary action by the College and possible criminal charges by the Campus Police.

Similar non-smoking requirements are enforced by the clinical affiliates of the Programs.

Adopted: 2003

CLINICAL EDUCATION GUIDELINES FOR MEDICAL IMAGING PROGRAMS

*Additional information and forms are available on D2L.

**RADIOGRAPHY PROGRAM
INTRODUCTION/CLINICAL EDUCATION
COURSES I THROUGH V**

These Clinical Education courses will be unlike most courses the student radiographer has been exposed to during their previous educational experiences. The courses differ in that the student radiographer will not participate in a traditional classroom teaching style. Quite different from the lecture/examination style, the competency-based style provides many types of activities from which to learn. In this competency-based style of learning, the greatest responsibility for learning will be placed on the student. The student is held accountable for their learning of content and procedures they encounter during the two years of the Radiography Program. Clinical attendance at the assigned clinical sites is of utmost importance and has no learning substitute.

Through guidelines provided to the student radiographer, the learning can be accomplished within a reasonable amount of time for each clinical rotation. The Staff Radiographers, Radiologists, Clinical Instructors and Radiography Faculty are the resource people who can be consulted at any time to provide demonstrations and answer questions for the student radiographer. If any questions arise, the student should not hesitate to contact one of the Hagerstown Community College Faculty or Staff Clinical Instructors for assistance.

The clinical sites used by Radiography students at Hagerstown Community College are located in Washington & Frederick Counties, Maryland; Berkeley, Jefferson and Morgan Counties, West Virginia; Franklin and Fulton Counties, Pennsylvania.

Adopted: 1999

Revised: 2026

**RADIOGRAPHY PROGRAM
CLINICAL ATTENDANCE REQUIREMENT**

Requirement

Clinical attendance is critically important. Students are expected to attend all assigned clinical rotations with no absences. Students are expected to arrive on time to the clinical site and to remain in the clinical facility for the entire scheduled clinical shift. A good rule-of-thumb is to arrive 10 minutes before your shift begins, so that you are prepared and ready to begin on time. Students are not permitted to depart their clinical shift during a radiographic procedure or during the care provision process. Students are expected to complete the procedure before departing the clinical site.

Students will sign in and out using the Trajecsyst clinical documentation system.

Emergency or serious situations will be managed according to college guidelines (refer to the attendance guidelines in the HCC Catalog). Students falling under the guidelines of an “incomplete” grade for any Radiography Program clinical course will be required to complete missed time in the semester subsequent to the one in which the time was missed.

Absences are either excused or unexcused. Excused absences are for court, death of a family member, birth of a child, and a doctor's note stating that you are not permitted to be in the clinical setting. All other absences are considered unexcused. An excused absence will have no point deduction and unexcused absences have a point deduction as described below. Any absence (excused or unexcused) over eight (8) hours must be made up and hours made up must follow the "Request for Clinical Make-Up Hours" form. To meet the educational outcomes for the Radiography Program, students are required to complete day, evening, and weekend clinical rotations at the designated clinical site as scheduled by the Program Clinical Coordinator.

Scheduled shifts cannot be changed. The Clinical Coordinator will assign a schedule that must be followed. Students will not be permitted to switch shifts with other students and will not be permitted to alter hours to accommodate activities outside of clinical. Please arrange all activities around your clinical schedule. Your clinical schedule has been made to promote learning and it is imperative that all students follow the schedule provided to them. Your schedule has been made in advance to also allow the student to arrange outside activities around scheduled clinical hours. If you must be absent or need to leave early or arrive late the student will be docked points according to the excused/unexcused absence guidelines.

The Clinical Attendance Requirement applies to all radiography students who are enrolled in any of the clinical courses.

Definition

Absence: Any occurrence (in one semester) whereby a student arrives late twice, leaves early twice, arrives late once and leaves early once, or is not in attendance for the scheduled clinical shift.

Procedure

If a student is going to be absent from clinical, the student must notify the clinical site and clinical instructor prior to the start of the clinical shift. If no call is made to the clinical site prior to the start of the scheduled clinical shift, the student will lose an additional one and a half points from the clinical course grade.

Again, the expectation is that students will attend all assigned clinical rotation with no absences. In the event that a student must be absent during a clinical rotation, three points will be taken for each unexcused absence. Three absences in any semester will result in a nine- point reduction of the student's final clinical grade, necessitating a "B" grade. When 4 absences have accrued in one semester, the student will be placed on probation, with an automatic grade drop to a "C." Any student who has six unexcused absences in any semester may be recommended for dismissal from the program.

Students will be penalized for absenteeism exceeding 24 hours of clinical time per semester. The first absent occurrence beyond 24 clinical hours will result in a verbal warning and a 5- point deduction from the final clinical grade. A second absent occurrence beyond 24 clinical hours will result in a written warning and a 10- point deduction from the final clinical grade. Any subsequent clinical absences may result in a failing clinical course grade and may also result in a recommendation for dismissal from the program.

****Extended absences will be evaluated by the Hagerstown Community College Radiography program faculty and considered on a student-by-student basis.**

**RADIOGRAPHY PROGRAM
CLINICAL ATTENDANCE REQUIREMENT**

I have reviewed the radiography program clinical attendance requirement and have had time to ask questions. I understand the importance of clinical attendance and acknowledge the program's attendance standards.

Identification Badge Guidelines

1. All students must wear both the HCC ID badge and clinical site ID badges separately at all times while at the clinical sites for clinical instruction.
2. Identification badges will be issued to students by the respective facilities.
3. Each student will receive their ID badge on or before the first day of clinical attendance at each facility.
4. All students must wear college identification badge while at the clinical sites for clinical instruction and must be visible at all times.
5. Each identification badge is the property of the Clinical Affiliate on loan to the student for the duration of their clinical experience.
6. In the event a student terminates their participation in a clinical program, the student must return the ID badge to the designated person. Any charges are the student's responsibility.
7. At the conclusion of a student's clinical experience, the same collection procedure outlined in Item 5 and 6 above will be followed.
8. In the event of loss or damage to the identification badge, the student may be required to pay a fee for the lost or damaged badge. A new ID badge will then be issued to the student.
9. A student may not wear another student's ID badge.

Adopted: 1999
Revised: 2011, 2013, 2024

STUDENT CLINICAL REQUIREMENT – ADDRESSING PHYSICIANS AND PATIENTS

The student is expected to demonstrate teamwork and cooperation so that the Radiology program can fulfill the obligations of adequate patient care and proper student training.

To the Radiologists, the student owes professionalism in all matters pertaining to the Department of Radiology. Respect and courtesy is due to them as members of the medical profession. Students are expected to address physicians with the distinction “Dr. ____”.

To all other physicians using the facilities of the Radiology Department, please pay them the same respect and give them prompt, cheerful service.

The student should endeavor to instill within themselves the highest ideals of charity toward patients. To achieve this:

1. Treat the patient with a warm and friendly approach, but not a **familiar** one. Address patients by preferred title or name and do not use terms of endearments such as “honey” or “dear” as these can be viewed as disrespectful.
2. Clothe/cover patients and perform the examination with the utmost regard to modesty.
3. Explain the procedure to patients, answer their questions, and give the feeling of personal interest and concern.
4. Carefully watch the aged, unconscious, children, and those with disabilities.
5. Anticipate the patient’s needs. Remember, they are your FIRST concern.
6. Know the type of examination to be done, the information on the request, and have the room clean and set up for that examination PRIOR to bringing the patient into the radiographic room.
7. If there is a patient waiting to return to their room, please take them back if you aren’t obligated at that time. They are usually not well and want to return to their room as soon as possible.
8. Clean and tidy the work area before leaving for the day and following each examination. Replace all articles you have used. Stock with supplies and linens.

Adopted: 2007
Revised: 2017,2024

**THE FOLLOWING RULES SHOULD BE OBSERVED WHEN IN THE CLINICAL
EDUCATION CENTERS DURING YOUR PROGRAM OF STUDY:**

1. When assigned to an area, work in that area only. No loitering in unassigned areas unless you have business concerning a patient.
2. Be responsible for your assigned area. Report any preventative maintenance needed for that area, emergency rooms, portable units, and equipment to the R.T. in charge or teaching staff during program hours.
3. Before any radiographic procedure is performed by a student, the imaging order must be confirmed by a staff technologist. The student is not permitted to dismiss a patient from the imaging area until a staff technologist has approved the images and has approved the patient's dismissal.
4. Interpretation of radiographs and any discussion of radiographic findings is the responsibility of the Radiologists. Please refer any questions of this type to the attending physician or Radiologist.
5. Absolutely no radiographs are to be made without an order from a physician. If you are requested by a patient, friend, or relative to "X-ray anything" without this, refer the person to their physician or contact their office yourself.
6. As your course of instruction progresses, you will be instructed in the "dos" and "don'ts" concerning safe handling of the equipment and accessories. Apply these at all times. Replacement and repair of equipment is costly and time consuming. Negligence will not be tolerated.
7. Radiation safety measures and regulations will be presented to you during your course of study. You are to apply these to not only yourself, but also the patients and other personnel when applicable. Radiation overdoses can have serious effects. Therefore, you have a moral and legal obligation to properly apply radiation protection measures once you have learned them. Failure to do so may result in a recommendation for dismissal from the program.
8. **Please limit your usage of department telephone lines.** If you are busy, all incoming callers will be asked to leave their name and number or a message, except in cases of emergency, so that you may return the call later. **Please ask friends and relatives to call you at the hospital only when important.** Please discourage any relatives or friends from visiting the clinical facility.
9. If you have to leave the Clinical Education Center for personal or business reasons, convey that information to the clinical instructor. Communication with the clinical site staff before departure is required. Failure to notify the instructor and staff before an early departure will result in an additional deduction from the clinical course grade.
10. Leave the Clinical Education Center at the end of your assigned clinical shift. You may return or remain only if you have school assignments or permission from the instructors. I.D. badge must be worn at all times when you are at the clinical facility.
11. Be prepared to stay or possibly be called back to assist at the hospital in times of emergency or disaster.

RADIOGRAPHY PROGRAMS RULES OF CONDUCT IN THE CLINICAL AFFILIATE

The faculty expects all students to observe the Clinical Facility Requirement of conduct while in the Clinical Affiliate. The following are examples of Group I and Group II program standards violations. A student will be subject to disciplinary action* if any of the following are displayed:

1. Carelessness concerning patient care.
2. Refusal to complete assignments made by Clinical Mentors or Clinical Instructors.
3. Ill-mannered behavior toward patients, staff technologists, other students, or other clinical facility employees.
4. Hindrance of another student's performance.
5. Indulgence in soliciting or gambling.
6. Dishonesty or theft.
7. Inebriation, drinking, or any possession of drugs or alcohol on clinical facility property.
8. Falsifying information, records, or reports.
9. Leaving Clinical Area early without prior permission of Clinical Instructor.
10. Failure to notify Clinical Instructor of absence or tardiness in Clinical Area prior to assigned starting time.
11. Sleeping on Clinical Education time.
12. Voluntarily damaging or wasting facility property or materials.
13. Disobeying regulations concerning safety, fire, smoking**, parking, or visiting.
14. Misuse of any clinical affiliate computer system, or the release or access of any privileged or confidential information.
15. Failure to report any accident or injury involving a student, patients, other clinical facility employees, or visitors.
16. Possession of a firearm on clinical facility premises.
17. Chewing tobacco products in the clinical environment is not permitted.
18. Inappropriate use of internet on clinical facility computers.

* The Clinical Affiliate reserves the right to refuse a student admittance to the clinical area if the rules of conduct, the impaired student or the Harassment/Hostile Clinical Education Environment Requirement are violated.

** The Clinical Affiliates maintain a smoke-free environment.

RADIOGRAPHY CLINICAL COMPETENCY REQUIREMENTS

Candidates for certification and registration are required to meet the Professional Education Requirements specified in the ARRT Rules and Regulations.

As part of the educational program, candidates must demonstrate competence in the clinical activities identified below:

- Ten mandatory general patient care activities;
- 42 mandatory imaging procedures;
- 15 elective imaging procedures selected from a list of 34 procedures;
- One of the 15 elective imaging procedures must be selected from the head section; and
- Two of the 15 elective imaging procedures must be selected from the fluoroscopy studies section, one of which must be either upper GI or contrast enema.
- Students must earn an 85% on clinical competencies in order to successfully pass/complete the competency. Each attempted competency, or those in which the student does not earn the 85% required score, will result in a two-percentage point deduction from the clinical grade. Three or more attempted competencies in one semester will result in a failing clinical course grade.

Demonstration of competence must include:

- patient identity verification
- examination order verification
- patient assessment
- room preparation
- patient management
- equipment operation
- technique selection
- patient positioning
- radiation safety
- imaging processing
- image evaluation

1. General Patient Care Requirements

Students must demonstrate competence in all ten patient care activities listed below. The activities should be performed on patients; however, simulation is acceptable if state or institutional regulations prohibit candidates from performing the procedures on patients.

General Patient Care	Date Completed	Competence Verified By
CPR certified		
Vital signs -blood pressure		
Vital signs – temperature		
Vital signs – pulse		
Vital signs – respiration		
Vital signs – pulse oximetry		
Sterile and aseptic technique		
Venipuncture		
Transfer of patient		
Care of patient medical equipment (e.g., oxygen tank, IV tubing)		

**HAGERSTOWN COMMUNITY COLLEGE
RADIOGRAPHY COMPETENCY LOG**

(All competencies cannot be completed until after they are performed successfully at HCC in lab)

Radiologic Procedure	Mandatory or Elective	Date Completed	Patient or Simulated	Competence Verified By	Semester
Chest and Thorax					
Chest (Routine)	M				F-1
Chest AP (WC or stretcher)	M				F-1
Chest Lat (Decubitus)	E				F-1
Upper Air Way (soft tissue neck)	E				F-1
Ribs	M				SP-1
Sternoclavicular Joints	E				SP-1
Sternum	E				SP-1
Upper Extremity					
Finger or Thumb	M				F-1
Hand	M				F-1
Wrist	M				F-1
Forearm	M				F-1
Elbow	M				F-1
Humerus	M				F-1
Shoulder (non trauma)	M				F-1
Trauma: Shoulder or Humerus (Scapular Y, Transthoracic, or Axial)	M				F-1
Clavicle	M				F-1
Scapula	E				F-1
AC Joints	E				F-1

Trauma Upper Ext. (non shoulder)	M				F-1
Lower Extremity					
Foot	M				F-1
Ankle	M				F-1
Tibia/Fibula	M				F-1
Calcaneus	E				F-1
Toes	E				F-1
Knee	M				SP-1
Patella	E				SP-1
Femur	M				SP-1
Trauma (Lower ext other than hip)	M				SP-1
Cranium ^{^ after HCC comp}	ALL students MUST select at least one elective procedure from this section to fulfill ARRT requirements				
Skull	E				SP-1^
Sinuses	E				SP-1^
Facial Bones	E				SU-2
Orbits	E				SU-2
Temporomandibular Joints	E				SU-2
Nasal Bones	E				SP-1^
Mandible (Panorex acceptable)	E				SU-2
Spine and Pelvis					
Cervical Spine	M				SP-1
Cross- table Lateral Spine	M				SP-1
Thoracic Spine	M				SP-1
Lumbar Spine	M				SP-1
Pelvis	M				SP-1
Hip (non trauma)	M				SP-1

Hip (trauma with cross table lateral)	M				SP-1
Sacrum and Coccyx	E				SP-1
Scoliosis series	E				SP-1
Sacroiliac Joints	E				SP-1
Abdomen					
Abdomen supine (KUB)	M				F-1
Abdomen (decubitus)	E				F-1
Abdomen Upright	M				F-1
Intravenous Urography	E				SU-2
Fluoroscopy Studies ^{^ after HCC comp}	All students MUST select at least TWO procedures from this section to fulfill ARRT requirements.				
Upper GI Series	E				SP-1^
Barium Enema	E				SP-1^
Small Bowel	E				SP-1^
Esophagus	E				SP-1^
Cystography, Cystourethrography	E				SU-2
ERCP	E				SU-2
Myelography	E				SU-2
Arthrography	E				SU-2
Hysterosalpingography	E				SU-2
Surgical Studies (Requiring manipulation around a sterile field)					
C-Arm Procedure <u>(ortho)</u> <u>Requiring manipulation to obtain more than one view</u>	M				SP-1
C-Arm Procedure <u>(abd/thorax)</u>	M				SP-1
C-Arm Procedure <u>(spine)</u>	M				SP-1
Mobile Studies					

Chest (Emergency Room)	M				F-1
Chest (Unit or PACU)	M				F-1
Abdomen (routine)	M				F-1
Upper or Lower Extremity	M				SP-1
Pediatrics (age 6 and younger)					
Chest (routine)	M				F-1
Upper or Lower Extremity	M				F-1
Abdomen	M				F-1
Mobile Study	E				F-1
Geriatrics (age 65 and older) *Physically or Cognitively Impaired as a result of aging*					
Chest (Routine)	M				F-1
Upper or Lower Extremity	M				F-1
Hip or Spine	M				F-1
Category Comps (* with permission)					
Upper Extremity	M				SU*-SP-2
Lower Extremity	M				SU*-SP-2
Abdomen	M				SU*-SP-2
Chest/Thorax	M				SU*-SP-2
Spine/Hip/Pelvis	M				SU*-SP-2
Mobile	M				SU*-SP-2
Choice	M				SU*-SP-2
Choice	M				SU*-SP-2

*Examples of choice could include TMJ, bone survey, trauma, multiple study or another exam from a category already completed.

SPOT COMPETENCY

Students will have one spot competency per semester, which will be administered at random by the Clinical Instructor. Spot competencies can be completed on any exam for which a student has documented clinical competence. Spot competency evaluations are entered and recorded through Trajecsys.

Criteria that will be observed:

Student demonstrates confidence with positioning.

Student completes required projection for radiographic exam without prompting.

Student gives appropriate patient breathing instructions, when required.

Student utilizes shielding and radiation protection.

Student uses appropriate x-ray markers (including anatomical and other special markers).

Student determines appropriate technical factors for the exam

(Can identify correct KVP/mAs) ****2ND YEAR REQUIREMENT****

Student identifies a minimum of two anatomical structures demonstrated on the radiographic examination.

Student identifies a minimum of two evaluation criteria for the projections of the exam.

If you do **not** meet the standard, the following will occur (Yes to all, with exception of 2nd year criteria noted):

1. Student original comp will be pulled.
2. Student will have to re-comp on that specific exam again
3. Student will need to add another comp on to this semester

*For example, if student does **not** pass Spot Comp Criteria on a Pelvis exam performed last semester, the pelvis comp will need to be re-comped and will be an additional comp required to the already mandated comps for this semester*

4. Student's CI will schedule a 2nd Spot Comp. This will be done at the discretion of CI.

- If you meet **all** criteria (**exception noted**), then the Spot Comp is complete for this semester.

RADIOGRAPHY PROGRAM CLINICAL EDUCATION COURSES GRADING

90 - 100	A	Superior
80 - 89	B	Above Average
75 - 79	C	Average
74 OR BELOW	F	Fail

A student who earns a course grade below 75% in any Clinical Technique course has not met the passing standard for the course. The student is not eligible for readmission.

If the student departs the program and is eligible for program readmission, the student must complete the supplemental clinical course/ clinical refresher course before rejoining the prescribed program sequence. Details regarding the requirements of the clinical refresher course are provided to the student by the Clinical Coordinator and Program Coordinator prior to the student's readmission. The student must complete the corresponding Radiography courses satisfactorily (grade of 75% or above) before advancing.

Grades will be determined by

1. Clinical competencies
 - A. As assigned for each clinical semester
 - B. Eight (8) category competencies

These category competencies will be challenging exams that require the student to use critical thinking skills in order to obtain diagnostic images. In order to complete a category competency, all mandatory competencies in that category must be complete. Students may complete more than one exam from any category; however, they may only use each exam once. (For example, a student could complete a stretcher chest exam and a rib series that are both in the thorax category.)

- C. Final clinical competency – “Running a Radiographic Room”
2. Clinical learning objectives completed as assigned in various clinical areas.
3. Clinical assessments completed by the Staff Radiographers and Radiography Instructors.
4. The standards for clinical practice are based on:
 - A. ASRT Code of Ethics
 - B. The ASRT Scope of Practice for the Radiographer
 - C. The ARRT Principles of Professional Conduct for the Radiographer
 - D. Hagerstown Community College Honor Code

RADIOGRAPHY PROGRAM CLINICAL PARTICIPATION RECORDS

Each student will record the following clinical information in Trajecsyst:

1. Examinations performed: date of exam, involvement with the case (observed, assisted, unassisted), verification initials of supervising technologist
2. Evaluations from technologist
3. Competencies
4. Hours participating in clinical – clock in/out for each clinical shift

As the student progresses within the program, the involvement with each case should progress from observing to assisting in minor ways, such as helping the patient onto the table or changing film during a study, to positioning and setting technique, and finally to completing a study unassisted.

Case records are to be completed for each clinical day. Information in case records must be entered into Trajecsyst at minimum, on a bi-weekly basis. The Clinical Instructor will verify case record entry. Accurate account of clinical experiences is critically important in documenting clinical participation, competency, and successful completion of the clinical portion of the Radiography Program at Hagerstown Community College. The accuracy of clinical documentation is treated like any official document and students are held accountable for the contents of the student record. If inaccurate information is recorded, disciplinary action will be taken which may include recommendation for dismissal from the Radiography Program.

Adopted: 1999
Revised: 2017, 2026

**Radiography Program
Clinical Requirements
For Competency and Clinical Performance Evaluation**

Requirements for completion of each clinical semester with a passing grade are listed below:

<u>FALL 1</u>	9 competencies	7 Evaluations
<u>SPRING 1</u>	14 competencies	7 Evaluations
<u>SUMMER 2</u>	18 competencies	7 Evaluations
<u>FALL 2</u>	14 competencies	7 Evaluations
<u>SPRING 2</u>	9 competencies	7 Evaluations

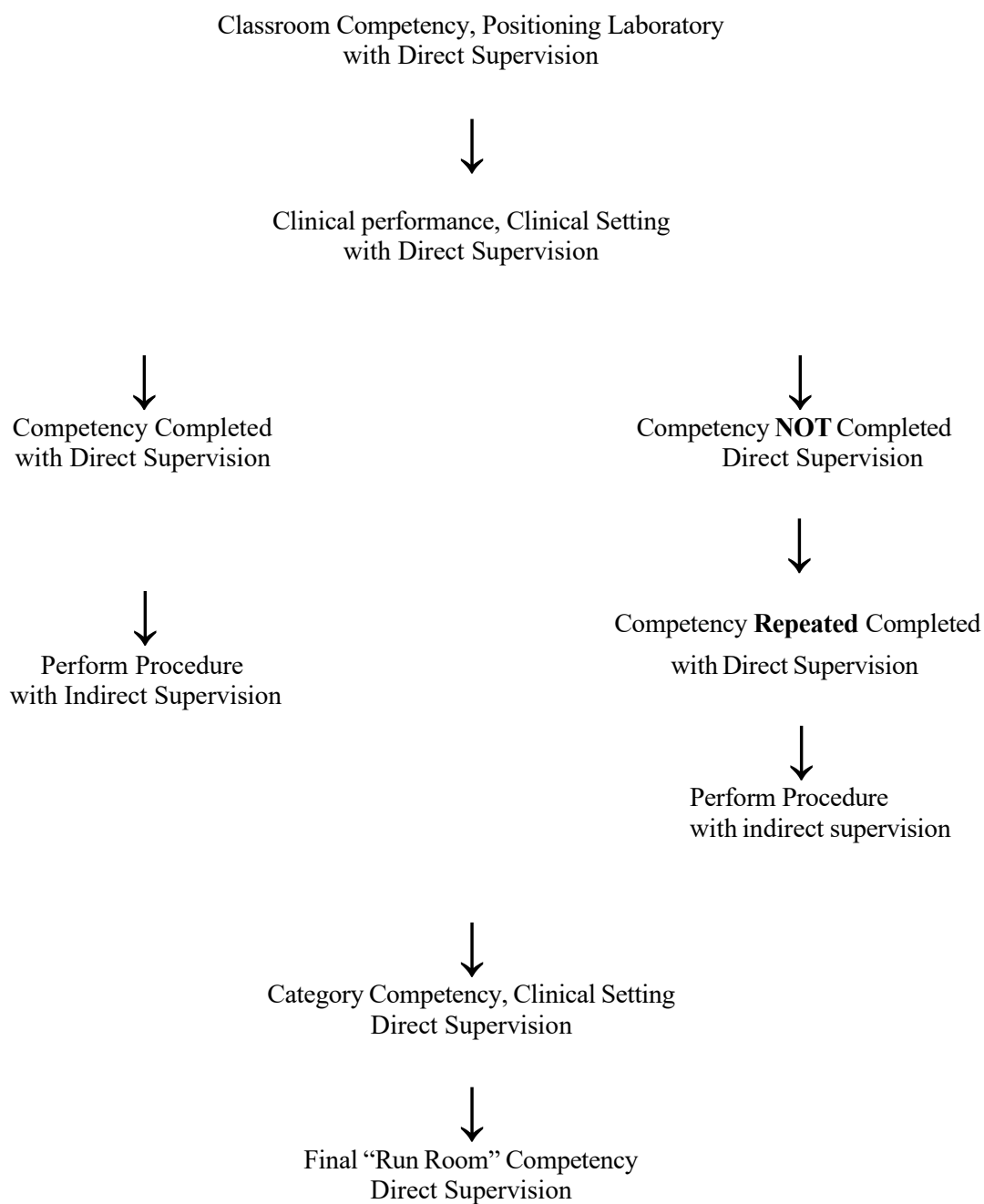
At the end of their clinical education, a student will have completed 64 total competencies categorized below:

- 42 mandatories
- 15 electives
- 8 categories

10 General Patient Care Competencies in the following areas:

- CPR (on-going)
- Vital Signs: BP, pulse, pulse oximetry, temperature, respirations
- Venipuncture
- Transfer of Patient
- Care of Patient Medical Equipment (e.g. oxygen tank, IV tubing)
- Sterile and Aseptic Technique

RADIOGRAPHY PROGRAM COMPETENCY PROGRESSION CHART



CATEGORY COMPETENCIES

Category competency is a student self-evaluation completed under direct supervision but with clinical instructor collaboration.

Under all circumstances, students have procedural requests approved by a clinical instructor or staff radiographer prior to completion of the exam.

Once a competency has been successfully completed, the student may complete the exam under indirect supervision.

Under all circumstances, students must have images approved by a clinical instructor or medical imager prior to discharging the patient.

Adopted: 1999

Revised: 2017

RADIOGRAPHY PROGRAM

GUIDELINES AND SCHEDULE FOR CLINICAL COMPETENCY AND PROGRESSION

Clinical competency is a natural sequence with the student attempting progressively more difficult procedures as he/she feels ready to move on. A minimum grade of 85% on Clinical Competency Evaluations is necessary to complete the exam. A minimum grade of 85% is required on all clinical affective evaluations. The student's grade for their clinical course will be dropped one letter grade if a student received three or more clinical affective evaluations below 85%.

Clinical competency examinations will be accomplished on an actual patient except in unusual circumstances, at the instructor's discretion. In the event that a competency examination is simulated, the actual exposure will not be made. Since no film evaluation will be possible, a radiograph of the appropriate anatomy for that simulated competency will be pulled and evaluated.

Records of radiographic exams performed must be kept by students to demonstrate satisfactory completion of requirements for each category.

Clinical competency imaging profiles follow and specify the requirements for each level of competency.

Fall Semester - First Year

- ❖ Chest / including portable chest
- ❖ Abdomen
- ❖ Upper extremity / to include shoulder
- ❖ Lower extremity / up to knee

Clinical assignment participation expected of a student during the first clinical semester is that of supervised participation with the radiographer. The student should be able to perform the routine procedures covered in the Energized Laboratory sessions of the course in Radiographic Positioning I. These procedures will be completed under the direct supervision of a clinical mentor or the Clinical Instructor. Nine (9) competencies will be completed during the first fall semester. The student will select techniques from the technique charts available in each radiographic room. Technique selections will be verified by the radiographer or clinical instructor. Competencies in the areas of upper extremity, lower extremity, chest (including portable), and abdomen may be used. Students are required to complete a routine two-view chest competency and a KUB competency in this first clinical semester.

Spring Semester - First Year

- ❖ Femur/hip/pelvis
- ❖ Spine
- ❖ Thorax
- ❖ Fluoroscopy / Barium studies
- ❖ OR Competency
- ❖ Skull/Sinuses/Nasal Bones (after lab competency is successfully completed)

The student's performance is evaluated in areas of increasing difficulty. The student should be able to perform routine procedures covered in Radiographic Positioning I (RAD 103) and Radiographic Positioning II (RAD 104). Fourteen (14) clinical competencies will be required in the spring semester. The student will select techniques from the technique charts available in each radiographic room. Technique selections will be verified by the radiographer or clinical instructor. Competencies may be completed in

additional areas including spine, thorax, and skull. An operating room (OR) competency may be completed after the OR orientation. Students are required to complete two elective procedure competencies in this second clinical semester.

Summer Semester – Second Year

- ❖ Fluoroscopy / all procedures
- ❖ Cranium – all procedures
- ❖ IVU
- ❖ All other portable studies

Student performance is evaluated in all routine radiographic areas. The student should be able to demonstrate performance of greater difficulty using critical thinking skills developed over the past semesters. Eighteen (18) competencies will be required for the summer session. Technique charts should be used. The student is responsible for technique selection. Competencies in all contrast procedures, pediatric studies, and all portable exams may now be completed. Students are required to complete competencies that close at least two body region categories by the end of this third clinical semester. Category comps may be started in the summer semester, if the student meets the criteria to begin these.

Fall Semester – Second Year

The instructor evaluates the student's continued competency in the performance of radiographic procedures. The student should demonstrate critical thinking skills required to complete radiographic studies on more difficult patients. Fourteen (14) competencies are required for the second fall semester.

Spring Semester – Second Year

In the second spring semester, a total of nine (9) competencies are required. Category comps may be will be continued in the second fall semester. Technique charts or the student's technique book must be used. Adjustment for pathology, patient condition, and patient size must be considered and are the responsibility of the student.

By the end of the required clinical education period, the student will have completed all competencies required for program completion. A final competency demonstrating the ability to perform professionally in a radiographic room will also be completed.

Adopted: 1999
Revised: 2014, 2017, 2026

RADIOGRAPHY PROGRAM SUPERVISION DEFINITIONS/COMPETENCY DEFINITIONS

Direct Supervision

A professional imager must be in the imaging room with the student, directly observing the imaging procedure and patient interaction to meet the requirements of direct supervision. All mobile imaging (including mobile fluoroscopy with use of the C-Arm in the operating room) must be conducted with direct technologist supervision.

Indirect Supervision

A professional imager must be readily available within the imaging department during the imaging procedure and patient interaction to meet the requirements of indirect supervision. Students are permitted to perform radiographic procedures under indirect supervision only after their successful completion of the clinical competency for that specific body region has been documented.

Competency

A procedure performed by a student to show skill in positioning and imaging technique as well as patient care. Upon completion of a competency, a student is qualified to perform the procedure with indirect supervision.

1. In the first year of clinical education, students are responsible for investigating the appropriate technical factors and may have backup information from the supervising Radiographer.
2. In the summer semester (year two) and all subsequent clinical semesters, students are responsible for all aspects of a clinical procedure.

Category Competency

A large section of human anatomy (i.e., abdomen) subdivided into specific radiographic procedures. The student must complete the required number of specific radiographic procedures within the category before proceeding to the terminal competency level.

Final Competency: Running the Radiographic Room

The last step in demonstrating clinical proficiency in completion of radiographic procedures.

Registered Radiographer/Medical Imager

A Radiographer/Medical Imager who has passed the ARRT Registry examination. (acts as clinical mentor for students and/or designated clinical instructor.)

RADIATION SAFETY

1. Wear your radiation dosimeter while in the clinical or x-ray laboratory at all times. It should be worn outside the apron about the collar level. DON'T wear the dosimeter: (1) outside the building (especially in the sunlight), (2) while personally receiving an x-ray examination, (3) during possibility of exposure to water (laundry, rainy weather, etc.).
2. Wear a lead apron whenever in the radiographic or fluoroscopic room or when completing a portable exam during exposure time.
3. Students are NOT permitted to hold patients or imaging detectors/receptors during an exposure.
4. Stand at the end of the radiographic table during fluoroscopy whenever possible, or behind the lead shield, or behind the fluoroscopist.
5. Absolutely NO exposures will be made on human subjects without verified verbal or written doctor's orders (especially concerning fellow medical personnel).
6. Never allow anyone to be in the radiographic or fluoroscopic room or patient's room or when a portable examination is taking place, unless the person is protected by a lead apron. (Surgery suite is an exception.)
7. Never allow a pregnant person to hold a child or even remain in the room during a radiographic examination of another person.
8. When anyone holds a patient (baby, etc.) they must wear lead gloves. Pigg-O-Stats should be utilized whenever possible.
9. In examination of a pregnant female, always place the lead shield over the abdomen and pelvis of the patient during x-ray (unless this is the area of interest).
10. Strict limitation of field size to the area necessary for the examination should be routinely practiced.
11. Limit x-ray exposure factors to the required minimum. Use accurate technique charts when available.
12. Whenever possible, the x-ray beam should not be directed toward the gonads.
13. Adequate shielding should always be used in accordance with the protocols of the laboratory and clinical site.
14. During portable radiography, the minimum distance of the operator from the tube and the patient should be 6 feet.
15. Turn off the line voltage prior to any type of repair of an x-ray machine.
16. No smoking, eating, or drinking in radiographic rooms, radioisotope laboratories, ultrasound, or therapy areas.
17. Never leave a baby, pediatric patient, or unresponsive adult on a radiography table unattended.

18. Time, distance, and shielding are the three factors, which reduce exposure to the individual.
19. The “ALARA” limits for this program should not exceed 125 mrem per badge report (quarterly/every 3 months). If received, counseling will be provided.
20. In order to maintain accurate records; report any address or telephone number changes immediately to the teaching staff and Clinical Instructor. This is necessary in case of emergencies.
21. Students will not be allowed to perform portable exams unless accompanied by a staff technologist under direct supervision. This is a violation of program requirement.
22. Students will not be allowed to repeat radiographs unless accompanied by a staff technologist under direct supervision. This is a violation of program requirement.

Adopted: 2007
Revised: 2013, 2014, 2022

RADIOGRAPHY PROGRAM REPEAT EXPOSURES

In order to provide the best possible learning experience for students and to prevent undue exposure to patients, the following ARRT requirement concerning repeat examinations must be followed.

If a radiograph is taken and repeat images are required, those repeats must be taken with **direct supervision** from a registered radiographer. No repeats will be taken without this supervision.

Repeats must be entered into Trajecsys and signed by a registered radiographer immediately after performing the repeat.

If a student completes a repeat exposure without direct supervision from a registered radiographer, disciplinary actions against the student will be taken, according to the disciplinary guidelines outlined in the Program handbook.

Adopted: 1999
Revised: 2017, 2022, 2026

PROGRAM REQUIREMENT FOR RADIATION EXPOSURE

In the interest of the student's health and safety:

No student may be directly exposed to primary beam ionizing radiation in the educational setting.

1. Students may not expose clinical instructors/mentors to primary beam ionizing radiation as part of the educational experience.
2. Students are not permitted to hold patients or image receptors under any circumstance.

This requirement applies to the energized laboratories at Hagerstown Community College and at all the clinical education sites used for the student's experiential education. Violation of this requirement constitutes grounds for recommendation for dismissal from the Radiography Program.

Adopted: 1999

Revised: 2017

RADIATION MONITORING REPORTS REQUIREMENT

Student social security numbers and birthdates are confidential information and cannot be displayed on any radiation monitoring report. This information must be concealed or removed before posting or circulating radiation monitoring reports.

Students will review their radiation reports quarterly (every 3 months) and document their review utilizing the "Student Quarterly Radiation Exposure and Health Record". Students who exceed the "ALARA" limits must meet with the Program Coordinator for counseling.

Adopted: 2002

Revised: 2013

OXYGEN ADMINISTRATION RULES

Students are not permitted to remove or apply oxygen or oxygen supplying devices. If a patient within the radiography student's care is utilizing oxygen or an oxygen supplying device, the student must seek assistance from a licensed/registered healthcare professional for the transfer of oxygen delivery. If a radiography student has returned a patient from the imaging area to the patient care area (hospital room, ED room, etc.) and the patient is receiving oxygen treatment,

the radiography student must stay with the patient until the transfer of oxygen- delivery from the portable oxygen tank to permanent/sustained oxygen flow is complete.

Oxygen Administration Rules Acknowledgement

I have read and understand the HCC Radiography Program clinical rules regarding oxygen safety and the transfer of oxygen delivery in the clinical learning environment. I acknowledge that as a student in the HCC Radiography Program, I must stay with my patient until the transfer of oxygen delivery from the portable oxygen tank to a permanent/sustained oxygen flow is completed by a licensed/registered healthcare professional.

Non-compliance with these rules, as with all other Radiography student expectations, as described in the Radiography Program Student Handbook will result in disciplinary action.

Health Information Privacy Summary of the HIPAA Privacy Rule

Introduction: The U.S. Department of Health and Human Services (HHS.gov) is the primary resource for information concerning the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and the Privacy Rule was issued by HHS to implement a national set of standards for the protection of certain health information. The HHS “Health Information Privacy” document* summarizes the “key elements of the Privacy Rule including who is covered, what information is protected, and how protected health information can be used and disclosed.” The HHS document emphasizes that because the information summary “is an overview of the Privacy Rule, it does not address every detail of each provision.” This brief summary, taken primarily from the HHS document, is intended as a basic introduction for students enrolled in HCC Nursing and Health Sciences programs. Students participating in clinical assignments will be subject to specific facility-based privacy protection policies and procedures.

*The full 25-page “Summary of the HIPAA Privacy Rule” can be found online:

<https://www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/>

Summary of the HIPAA Privacy Rule: A major goal of the HIPPA is to “assure that individuals’ health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public’s health and well-being.”

- **Who is covered (covered entity) by the Privacy Rule? The following are the relevant covered entities HCC Nursing and Health Sciences students are most likely to encounter:**
 - Health plans...and any health care provider who transmits health information in electronic form
 - Individual and group plans that provide, or pay the cost of medical care
 - Most provider organizations, for example, physician practices, therapists, dentists, hospitals, ambulatory facilities, nursing homes, home health agencies, and pharmacies.*
- **What information is protected? The Privacy Rule protects:**
 - “*individually identifiable health information* held or transmitted by a covered entity or its business associate, in any form or media, whether electronic, paper, or oral. The Privacy Rule calls this information “protected health information (PHI).”
 - “Individually identifiable health information” is information, including demographic data, that relates to:
 - the individual’s past, present or future physical or mental health or condition;
 - the provision of health care to the individual, or
 - the past, present or future payment for the provision of health care to the individual;
 - and that “identifies the individual or for which there is a reasonable basis to believe it can be used to identify the individual. Individually identifiable health information includes many common identifiers (e.g. name, address, birth date, Social Security Number).”

- **Nursing and Health Sciences students should know that** “No matter where they work in health care—a hospital, laboratory, radiology center, nursing home, or office—they must understand what HIPAA requires of them to keep patient information, in any form (e.g., written, verbal or electronic), private and secure.”*

*”HIPAA Handbook for Healthcare Staff: Understanding the Privacy and Security Regulations, HCPro, Inc., 2011.

May 2017

CONFIDENTIALITY REQUIREMENT

Hagerstown Community College

Students enrolled in the Radiography Program are to observe the practice of confidentiality and the HIPAA privacy rule while in the clinical and educational environment.

I understand that confidential information specifically includes, but is not limited to, patient health information and proprietary business information, whether written, verbal, or computerized (including passwords).

I also acknowledge and agree that any disclosure of, unauthorized uses of, or access to confidential information may cause irreparable damage or loss to the clinical site. As a result, I expressly agree to treat all confidentiality information in strict confidence and to undertake the following obligations with respect to confidential information.

1. To access or use confidential information strictly in connection with, and for the purposes of performing my assigned duties for my designated clinical site on a need to know basis only.
2. Not to access, disclose, or communicate any confidential information to any person whatsoever except in connection with the performance of my assigned duties.
3. Not to copy or reproduce in whole or in part, or permit any other person to copy or reproduce, in whole or in part, any confidential information other than in the regular course of business for the designated clinical site.
4. Not to disclose to any other person the computer password(s) issued to me.
5. To read, understand and strictly comply with all policies and rules pertaining to my designated clinical site regarding security and confidentiality of the sites computerized systems and of confidential information, and
6. Immediately to report and disclose to the clinical site any unauthorized use, duplication, disclosure, or dissemination of confidential information by any person.

As relates to my designated clinical site's computer system, I understand that during my association with the site, it may be necessary for me to obtain access to one or more of the sites computerized systems. In return for obtaining this access, I expressly acknowledge and agree that any and all information that I obtain through the use of the computerized systems, including information about the systems and their software, is strictly confidential.

I understand that as part of the system security, the site has the ability to identify access to the information databases by user-ID, time, device, and by location. The site reviews these security reports on a regular basis to maintain the highest level of security and confidentiality as possible.

I further expressly agree that upon termination of my association with the clinical site, for any reason, I will immediately return to the clinical site any documents or other media containing any confidential information and I will certify, in writing, that such documents and other media have been returned to the clinical site.

I understand and expressly agree that my obligation to this Confidentiality Agreement shall survive termination of my association with the clinical site, regardless of the reason for such termination.

I also understand and agree that failure to fulfill any of the obligations set forth in this Confidentiality Agreement or my violation of any of the terms of this agreement may result in my being subjected to:

- a. If still associated with the clinical site, to disciplinary action, up to and including discharge, in accordance with the clinical site's policies and procedures; and or
- b. To appropriate legal action

Unauthorized disclosure of information contained in a patient's medical record is a breach of Federal and State Criminal Law. Federal law imposes a maximum fine of \$10,000.00 for each offense (42 US 290 dd-2). Maryland law imposes a maximum fine of not more than \$1,000.00 for conviction of the first offense and not more than \$5,000.00 for each subsequent conviction. In addition, civil penalties are permitted (Health General Article, Section 4-309 ©).

I have read this Confidentiality Agreement and fully understand all of its terms: I expressly agree to comply with all of its terms.

VIOLATION OF THIS REQUIREMENT MAY RESULT IN IMMEDIATE DISMISSAL FROM THE RADIOGRAPHY PROGRAM.

Adopted: 2007

COMMUNICABLE DISEASES

Due to the nature of the clinical work that the Radiography student performs, it is evident that the student may be responsible for caring for a patient with a communicable disease, or one who has little or no immunity to a communicable disease. Therefore, it is the requirement of this program that **each student will follow the infectious disease exposure control policies of the clinical education affiliate in which they are assigned.**

Students who develop signs or symptoms of communicable diseases that pose a hazard to the patients they serve or to other clinical personnel shall immediately report this information to the Clinical Coordinator and their clinical instructor.

Adopted: 2007
Revised: 2026

INFECTION CONTROL

Students are expected to practice standard precautions and adhere to additional infection control practices at all times when practicing in the clinical laboratory on campus or providing care to patients in the clinical environment.

In addition to standard precautions, students are required to adhere to the standards for contact precautions, airborne precautions, and droplet precautions.

If any student is immunosuppressed or has open lesions, the student will not participate in any direct patient care.

Any student with a transmissible disease will not provide direct care for a patient.

Standard Precautions

1. Gloving in any situation that poses contact with blood or other body fluids.
2. Wearing masks and eye protection when indicated.
3. Proper hand washing.
4. Covering open wounds.
5. Proper use of needles and sharps.
6. Proper disposal of needles and other sharps.
7. Appropriate and prompt cleaning of spills or contaminated areas.
8. Use of disposable equipment when possible.
9. Appropriate handling and care of soiled linen.
10. Appropriate disposal of infectious waste.

Adopted: 2004
Revised : 2026

STANDARD PRECAUTIONS FOR THE CARE OF ALL PATIENTS

Use the following chart as a guide to identify precautions which should be used in specific situations

Procedure	Wash Hands	Gloves	Apron/Gown	Mask	Eyewear
Talking to Patient	N/A	N/A	N/A	N/A	N/A
Delivering supplies, medications, meals	YES	N/A	N/A	N/A	N/A
Adjusting non-invasive equipment	YES	N/A	N/A	N/A	N/A
Giving a bed bath	YES	YES	N/A	N/A	N/A
Examining patient without touching blood, body fluids, or mucous membranes	YES	N/A	N/A	N/A	N/A
Examining patient including touching blood, body fluids, or mucous membranes	YES	YES	YES	N/A	N/A
Venipuncture	YES	YES	N/A	N/A	NA/
Arterial Puncture	YES	YES	N/A	N/A	YES
Emptying drainage bags, changing suction liners	YES	YES	N/A	N/A	N/A
Providing mouth care	YES	YES	N/A	N/A	N/A
Suctioning (Closed)	YES	YES	N/A	N/A	N/A
Suctioning (Open through endotrach or tracheostomy)	YES	YES	YES	YES	YES
Handling soiled waste, other biohazard materials	YES	YES	YES	YES	YES
Intubation or Extubation	YES	YES	YES	YES	YES
Bronchoscopy/ Endoscopy	YES	YES	YES	YES	YES
Inserting Arterial Access	YES	YES	YES	YES	YES
Operative and other procedures which produce extensive spattering	YES	YES	YES	YES	YES

blood and body fluids, i.e., code, trauma					
Dialysis	YES	YES	YES	YES	YES

WASHINGTON COUNTY HEALTH DEPARTMENT INFORMATION SHEET ON MRSA

What is MRSA?

MRSA stands for Methicillin Resistant Staphylococcus Aureus. “Staph,” as it is commonly known, is a bacteria that most of us have living in our nose and on our skin. For twenty years or more, staph strains resistant to standard antibiotics have been emerging. These staph are collectively called MRSA.

What disease(s) does Staphylococcus Aureus cause?

Staph commonly lives harmlessly on our skin. However, it may produce an infection. These are usually mild infections such as pimples, boils, abscesses, and impetigo and are usually easily treated. The potential for staph to cause much more serious diseases such as bone infections, pneumonias, and blood stream infections does exist in individuals with poor immunity, with delayed or inappropriate treatment of mild disease, or with infection with resistant bacteria such as MRSA.

How does one develop a Staphylococcus infection?

- a. **“Self-infection”:** As mentioned, many of us carry staph bacteria in our nose and on our skin. Any insult that breaks through the integrity of the skin, such as a bite, scrape or scratch allows easier entry of these bacteria into our body and can result in a localized skin infection.
- b. **Contagiousness:** Staph is not considered an “airborne” bacteria and therefore spread should not be expected to occur by sitting in a classroom with an infected individual or from passing them on the street. Infection occurs from direct contact with an open wound. Infection can also develop from exposure to a towel, piece of equipment or other item that has been contaminated by discharge from an infected wound.

How does one develop a MRSA infection?

Since MRSA is just a different strain of staphylococcal infection, the same methods for contracting any staph infection apply. Because MRSA strains may not respond to initial treatment, the risk for progression to a more serious disease is greater with MRSA than with other strains of staph.

What is the connection between sports participation and MRSA?

Until recently, MRSA has been considered a problem limited to hospitals and other healthcare facilities. Over the last few years, “community acquired MRSA” has been showing up in situations where there is no direct or indirect exposure to the medical environment. In addition to crowded environments with poor hygiene such as prisons, athletes have been one of the most common groups where MRSA has been reported. Those sports with close skin-to-skin contact, such as wrestling, are more likely to have outbreaks of staph infections. However, multiple cases on one team have been reported in football from poor hygiene and sharing towels, etc.

How can one prevent infection with staph or MRSA?

Prevention is certainly the best treatment. Not only is prevention and early management helpful to the infected individual, but also it is helpful in preventing spread to teammates.

There are many “common-sense” and effective measures recommended to minimize the risk of skin infection. Some are listed below:

- a. Good hygiene is the key element:
 - Wash hands with soap and water or alcohol-based sanitizers frequently.
 - Keep cuts and abrasions covered and wash them frequently with soap and water. If the wound cannot be covered, the student should be excluded from athletic activities until the student is cleared by a physician as no longer contagious.

- Avoid contact with other person's wounds.
 - Don't share towels, clothing, etc., with others.
 - Bathe as soon after practice and play as possible. Soap and hot water should be readily available for all athletes.
 - Schools should establish regular schedules for cleaning any equipment that is shared.
 - Change clothes frequently and don't leave wet, dirty clothes in the locker to incubate until the next wearing.
 - Early reporting and proper treatment of skin lesions is key to preventing spread.
- b. Keep equipment clean: Any equipment that is shared such as a wrestling mat, gymnastics horse, etc., should be cleaned after every use with an appropriate disinfectant. The disinfectant must be approved by the EPA as effective against MRSA to clean surfaces.

How can these infections be treated?

- a. Mild infections will normally clear up with soap and water cleansing above hygiene measures.
- b. Consultation with a physician is in order:
- If the infection is severe and/or continues to spread.
 - If generalized signs such as fever, red streaks, or general feeling of illness develops.
 - If signs and symptoms don't resolve as expected, and more aggressive therapy is possibly required with some of the newer and stronger effective medications to treat MRSA.

How serious are MRSA infections?

As stated, staph and MRSA infections are usually not serious diseases. They are also not very contagious in the normal school or work environment. The potential for more serious complications does exist in immune-compromised persons, or in those who do not seek care in a timely fashion. Our goal is to educate every student, teacher, coach, parent, and school administrator to be alert to this stubborn skin infection to avoid the rare but possible catastrophic complication that can develop.

Is MRSA difficult to diagnose?

Diagnosing staph infection is done by taking a sample of pus or drainage from a wound and culturing it in a laboratory. This identifies the bacteria. If suspicion for MRSA exists, then the physician will ask the laboratory to also test it against different antibiotics to determine if it is sensitive or resistant. If you know you have had MRSA or you have been prescribed antibiotics often in your life, you should mention that to your physician if you develop a staph infection that does not respond to treatment as expected. It is important that you provide complete information to your physician because these studies are not routinely done for every apparently minor skin infection.

The WCHD would like to bring MRSA to the attention of students, teachers, coaches, parents, and school administrators in an attempt to minimize the chance of infections. More information is available at www.cdc.gov.

You may also contact the Washington County Health Department at 240-313-3210.

Reference: www.cdc.gov

Health Sciences & Nursing Divisions/Allied Health Workforce Development Programs

Impaired Student Management & Guidelines

Preamble:

The College is committed to an alcohol, tobacco, and drug-free learning and working environment. The College adheres to the responsibilities set forth in applicable local, state, and federal laws. All members of the College community, visitors, guests, and volunteers are required to comply with the Alcohol, Tobacco, Opioid, and Other Drug Free Use Policies established by the Board and in compliance with state and federal law.

The manufacture, sale, distribution, dispensation, possession, or use of illegal drugs or controlled substances, and the abuse or unauthorized use of alcohol or legally prescribed drugs by anyone on college premises, at any

College-sponsored activities, or in college vehicles is prohibited. Vaping and the use of all tobacco products is prohibited on college premises by any member of the College community, visitor, or guest. Compliance with the standards set forth in the policy is mandatory. (See Board of Trustees Policy Manual)

Management Statement:

Students enrolled in all healthcare programs at Hagerstown Community College (HCC) are expected to comply with all federal, state, and institutional regulations related to drug use. Participation in clinical education through internships and externships involve extended, hands-on experiences with greater responsibility at local medical facilities across various health care programs, it is essential to establish a college wide management and guideline procedure, to ensure a consistent, collaborative approach that aligns with clinical site expectations and supports student success. Participation in clinical education, internships, externships and practicum experiences requires students to maintain a drug-free status and demonstrate behaviors consistent with the ethical standards of health care professions.

Scope:

This management statement/guideline applies to all students enrolled in Hagerstown Community College's healthcare preparation programs including, but not limited to:

- Dental Assisting Certification Program
- Dental Hygiene Program
- Medical Imaging Programs
- Health Information Management Program
- Medical Laboratory Technician
- Practical Nursing Program (LPN)
- Registered Nursing Program (RN)
- CNA/GNA Certification Program
- Paramedic Certification Program
- Exercise and Health Sciences Programs
- Medical Assisting Certification Program
- Phlebotomy Certification Program
- Massage Therapy Certification Program
- RN Nurse Refresher Program

Informed Consent:

- Each student will be informed that the use of illicit drugs including Marijuana are prohibited by all state licensure boards as well as all Health Care facilities in the state as well as across the country and that a positive test may preclude them from taking their board exams, maintaining their licensure, and ability to find an opportunity to work in their chosen healthcare field.
- Students will be reminded to review the HCC Student Code of Conduct found within the Student Handbook and, the appropriate program handbook.

Guidelines:

- **Prohibited Substances:**
The use, possession, distribution, or being under the influence of any of the following substances while on campus or at clinical sites is strictly prohibited:
 - Illicit drugs (as defined under federal law)
 - Unauthorized prescription medications
 - Marijuana (Cannabis)- including recreational and medical use, regardless of state law
 - Alcohol -unless explicitly approved for educational purposes in a supervised setting
 - Synthetic or designer drugs (e.g., K2, spice, bath salts)
 - Any over the counter products used outside of intended guidelines/standards for the purpose of causing impairment
- **Marijuana (Cannabis)-Specific Statement:**
 - The General College Policy 8030 of the Board of Trustees Policy manual

Under the Influence- Cannabis

Although Maryland law decriminalized non-medical marijuana allowing individuals 21 and older to possess 1.5 ounces of marijuana, cannabis is controlled under federal law and is not permitted on the College campus per the Federal Drug Free Schools and Communities Act. This Act applies to Hagerstown Community College as a recipient of federal funding.

The Maryland Cannabis Administration outlines the provisions of the law in a helpful document, Frequently Asked Questions/Adult-Use Cannabis document linked here: <https://mmcc.maryland.gov/Pages/cannabisfaq.aspx>

- While Maryland and other states may permit the medical or recreational use of marijuana, **marijuana remains a Schedule I controlled substance under federal law.** As HCC healthcare programs require participation in clinical rotations at federally regulated facilities and health care institutions, **any use of marijuana—medical or otherwise—is strictly prohibited for enrolled students.** The HCC Code of Student Conduct will be used to address students found to be in possession and/or use of any illicit drug, unauthorized prescription medication, or cannabis on college property or during college-sponsored events/activities. The HCC Police Department will continue enforcing this policy on campus.
- **Determination of Reasonable Suspicion of Impairment:**
 - Students will be assessed by the faculty member who is primarily responsible for the class, lab, or clinic using the definitions listed below
 - If another student suspects the impairment of another student, they must inform the primary instructor who will confirm their reasonable suspicion
 - If reasonable suspicion is established, (to include appropriate documentation within 8 hours of the incident), the HCC police and Dean of Students will be notified and intervene as to their policies and guidelines for this particular situation.

- **Drug Testing Requirements:**
 - Students may be required to undergo drug screening prior to beginning clinical placements and at any time during the program, based on clinical site policies or reasonable suspicion. Testing must be completed promptly to ensure accurate results, and students are responsible for all associated costs.
 - A positive drug screen, refusal to test or to share official test results, or tampering with a test will result in disciplinary action, which may include removal from the clinical site and possible dismissal from the program and Code of Student Conduct charges.
- **Reporting and Disclosure:**
 - Students are required to report any legal charges, arrests, or convictions related to drug or alcohol use to their Program Coordinator, Program Manager, and/or Division Director within **72 hours**.
 - Failure to disclose may result in immediate removal from the program.
- **Consequences of Management Statement/Guideline Violation:**
 - Violations may result in disciplinary action under the College's Code of Student Conduct and/or dismissal from the Health Sciences program.
 - Those students who violate the HCC campus policies will be subjected to disciplinary action from the Dean of Student's Office and potential Civil Fines from the State of Maryland.
 - Students removed from a program due to policy violations may not be eligible for re-entry.

Definitions

Reasonable Suspicion:

Impaired/Impairment:

- physical condition(s) which render the student unable to provide safe competent patient care, including but not limited to:
 - Drowsiness
- Failure to use therapeutic or constructive verbal or nonverbal communications with patients, staff, instructors, and/or peers.
- Demonstration of thought disturbances or impaired cognitive judgments.
- Inability to perform an activity expected of a student.
- Failure to maintain professional conduct that encompasses the following: confidentiality (respecting privileged information), respect for patient autonomy (right for self-determination), beneficence (doing good), nonmaleficence (avoiding harm), justice (treating persons fairly), veracity (truth-telling), and fidelity (keeping promises).

I have read and understand the above outlined information regarding impairment. As a student in the Radiography program at Hagerstown Community College, I agree to abide by the outlined guidelines and requirements.

Adopted : 2026

HARASSMENT IN CLINICAL EDUCATION/CLASSROOM ENVIRONMENT

Consistent with federal and state laws, Hagerstown Community College and Radiography Program are committed to maintaining a positive learning and working environment free from all forms of sexual harassment. Sexual harassment by any employee, student, visitor, and/or any individual who conducts business on behalf of the college is prohibited.

Sexual harassment is unwanted sexual contact, unwelcome sexual advances, requests for sexual favors and/or other unwanted communications or physical conduct of a sexual nature which has the purpose or effect of unreasonably interfering with an individual's academic or work performance. Such conduct is illegal and will not be tolerated. Examples of sexual harassment include, but are not limited to:

- Direct or implied threat that submission to sexual advances will be a condition of grades, letters of recommendation, or employment
- Unwelcome physical contact, including unnecessary touching, patting, hugging or brushing against a person's body
- Inappropriate or unwelcome sexual remarks about a person's clothing, body, or sexual relations
- The display in a classroom or workplace of sexually suggestive objects, pictures, posters, cartoons and like items which are without defensible educational purpose
- Repeated unwelcome communications, both verbal or written (including electronic and social networking) with sexual or demeaning implications about one's gender or sexual orientation

The entire college community is responsible for preventing and reporting sexual harassment. The College encourages all students who believe they have been or are being subjected to sexual harassment or who are aware of an instance of sexual harassment to report their experiences.

The College complies with current Title IX sexual harassment and discrimination regulations, as is mandated by Federal and state regulations. Sexual misconduct is an umbrella term that encompasses various types of prohibited conduct, including sexual harassment, sexual assault, domestic violence, dating violence and stalking. HCC will not tolerate acts of sexual misconduct in any form and will maintain procedures compliant with Federal and state regulations which can be found in detail on the College website and on page 51 of the Student Handbook.

Adopted: 1993
Revised: 2010, 2026

FILING A COMPLAINT

Any student who believes they have been the subject of harassment or a hostile learning environment and wishes to discuss thoughts or feelings may contact the Coordinator of the Radiography Program to initiate the complaint. The Coordinator will provide assistance in attempting to reach an amicable resolution of the complaint. Individuals involved in this process shall be required to respect the confidentiality of the facts and identities of the incidents and parties involved in this process. Participants will be assured of freedom from reprisal or retaliation for participating in this process. The Dean of Students will also be contacted, per the college policy.

The student may withdraw the complaint or pursue the complaint at any time. The Radiography Program faculty reserve the right to pursue the complaint even if the student opts to withdraw.

Please refer to the HCC College Student Handbook for further information.

Coping With a Hostile Learning Environment or Harassment

Counseling resources are available through the CARE team at Hagerstown Community College for any student who feels they need those services. For more information on the CARE team, please refer to the HCC Student Handbook.

MOBILE/PORTABLE RADIOGRAPHY REQUIREMENT

All portable/mobile examinations must be done under Direct Supervision.

Students must wear protective lead apron and stand a minimum of six feet away when performing mobile/portable examinations.

Adopted: 2001
Revised: 2017, 2022

TRAVEL TO CLINICAL EDUCATION SITES

Students are responsible for providing their own transportation to and from the clinical education sites. The clinical education sites are located in Maryland, Pennsylvania and West Virginia. **Depending upon the location of the student's residence and the clinical education site, travel time may be two hours one way.** Placement of students at the clinical education sites is determined by the Clinical Coordinator. Students will be informed of their clinical assignments prior to the start of the subsequent clinical semester.

Revised: 2025

SIGNATURE REQUIREMENT

Students are required to sign all program and clinical forms. Signing these forms does not imply agreement with stated information.

RADIOGRAPHY PROGRAM PROFESSIONAL DRESS CODE/HYGIENE

HCC and clinical affiliate I.D. badges and radiation badge must be worn separately and visible when attending clinical rotations/experiences.

Uniform Requirement: The HCC uniform is dark gray scrub pants and gray scrub top with the HCC Rad Program Logo visible on the lab coat or scrub top at all times. A white, black, or light gray shirt may be worn under the scrub top.

- **Shoes:**
 - white or black uniform shoes, white or black sneakers
 - No high top or three-quarter sneakers. No Crocs or shoes with holes.
- **Socks:** white or black socks – must match shoes
- **Lab Coats:** Optional - must have HCC logo.

*The uniform and lab coat must be purchased through the designated uniform supplier and must not be altered in any way without permission from the Program Coordinator or Clinical Coordinator.

To meet clinical safety and infection control standards, the following appearance/hygiene guidelines are required

Hair: Clean, neat, and combed. Natural hair colors only

- If hair is longer than shoulder length, it must be neatly pulled back during clinical hours.
- Facial hair must be neatly trimmed.
- Any hair coverings must be either black, white, or gray in color.

Fingernails: Trimmed to reasonable length (1/4") and clean

- No nail polish allowed.
- No acrylic or gel nails.

Jewelry: One small pair of earrings, less than 1/2" in length.

- No large hoops or dangle may be worn.
- No bangle bracelets or long necklaces may be worn.
- One ring allowed.
- Ears are the only permissible visible body piercing. It is expected for students with other visible body piercings to use clear or flesh-colored hole plugs in those piercings, or cover those piercings.

Tattoos: If tattoos are visible while wearing the clinical uniform:

- Displayed tattoos cannot be offensive, derogatory in nature, or otherwise distracting to the patient care process.
- If tattoos meet any of the above criteria, it is expected the student will completely cover the tattoo while wearing the clinical uniform.
- Students are expected to adhere to the rules of the clinical affiliate regarding tattoo visibility. If it is not permissible in the clinical affiliate space for the student to display tattoos, it is expected the student will adhere to the policy of the affiliate.

Make up: Appropriate for daytime wear

Perfume: None

Aftershave: Unscented

Lotions & other body products: Unscented

Personal Hygiene: Clean, odor free (no body odor, smoking odor, etc.). Gum chewing while clocked in to a clinical shift is not permitted.

If a student does not meet the above guidelines, they will be removed from the Clinical Area and may return only if the above guidelines are met. The student is responsible to make-up any missed clinical time.

Adopted: 1999

Revised: 2010, 2016, 2024, 2025

MAMMOGRAPHY AND HYSTEROSALPINGOGRAM STANCE

The radiography program sponsored by Hagerstown Community College has revised its stance, effective July 2017, regarding the placement of students in mammography clinical rotations to observe and/or perform breast imaging. (Additionally, the stance may be applied to any imaging procedures performed by professionals who are of the opposite gender of the patient, such as an HSG procedure.)

Under the revised stance, all students, will be offered the opportunity to participate in mammography clinical rotations, and observe HSG procedures. The program will make every effort to place each student in a mammography clinical rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography on the basis of student gender. Students are advised that placement in a mammography rotation or observation of hysterosalpingography exams is not guaranteed and is subject to the availability of a clinical setting that allows students to participate in these imaging procedures. The program will not deny students the opportunity to participate in mammography rotations if clinical settings do not provide the same opportunity to all students.

The change in the program's stance regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student mammography clinical rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is included as Addendum A to the program's stance and is also available on the JRCERT Web site, www.jrcert.org, Programs & Faculty, Program Resources.

Revised: 2024

DOCUMENTS IN THE NEXT 5 PAGES ARE SAMPLES OF GRADING ONLY

The weight of graded items or activities may vary

Clinical Completion

SAMPLE
Clinical Completion
2nd Spring Semester (updated 1/14)

Name: _____ Date: _____

Clinical Site: _____

***In order to successfully complete their clinical education with a passing grade, a student must achieve an 85% or higher in each of the following two (2) educational domains.

Psychomotor Skills***

Clinical Competencies (15 points possible)

_____ Points

(Average % x 15) - 2 pts for each attempted comp =

A minimum of 9 competencies must be completed

Number of comps attempted _____ (loss of 2 points for each attempted competency)

_____ % x 15 = _____ - _____ = _____ pts.

Cognitive Skills

Clinical Objectives (15 points possible)

1. Team Building Objective (5 points possible)

_____ Points

2. Running a Room Objective (10 points possible)

_____ Points

Affective Skills***

Weekly Clinical Evaluations (25 points possible)

_____ Points

should be completed every 2 weeks (7 needed for semester)
 average % x 25 =

**number of evaluations below an 85% _____

** If a student receives 3 (three) evaluations below an 85%, then this will result in a drop of 1 (one) letter grade

*1 Mid-semester Evaluation from Clinical Instructor (15 points)

*1 End of Semester Evaluation from HCC Clinical Instructor

(15 points)

_____ Points

_____ Points

*1 End of Semester evaluation from the clinical site (5 points)

_____ Points

each an average % x 5 =

Clinical Seminar

Exams completed (10 given) _____

Grade (A= 10 points, B= 7 points, C= 4 points, D= 1 point, F= 0 points)

_____ Points

TOTAL POINTS _____

Organization and Accuracy of Clinical Documentation:**

**Accuracy of clinical documentation is critically important and is treated like any official documentation. If inaccurate information is recorded, or if information is removed or destroyed, action will be taken and may result in dismissal from the Radiography Program.

***Clinical Case Record (180 cases minimum required)**

Total number of cases _____

Total # of repeats _____

Orientation to a New Site turned in by due date? (new to site only)

Yes ___ No ___ (-1 pt.)

Weekly Progress Reports sent each week by 5PM? Yes/No _____ (-1pt for each late or not sent) (- _____ pts.)

*Have all cases been entered in Trajecs?	Yes ___ No ___ (-5pts)
*Semester evaluation of CI and Site sent by due date?	Yes ___
No ___ (-5pts)	
*New goals made for next semester? (Must bring to checkout)	Yes ___
No ___ (-5pts)	

*Responded to current semester goals? (Must complete prior to checkout) Yes ___

No ___ (-5pts)

Clinical Evaluation; Rating Yourself (Must bring to checkout)

Yes ___ No ___ (-5pts)

***Mandatory, must be completed before student receives a grade**

Attendance:

times late _____ (-1.5 pt each) - _____ pts.

times early out _____ (-1.5pt each) - _____ pts.

times absent _____ (-3pts each) - _____ pts.

****Dr's appointments are NOT excused reasons for leaving early/arriving late****

Have all missed hours over 8 been made-up? (-3pts for each day not made up)

Please attach signed make-up time protocol form. - _____ pts.

Please note if student used a free pass for any absence.

Any additional points off for violating policies? Yes/No

- _____ pts.

To be completed/turned in when checking out for the semester:

- ☐ Radiation dosimetry badge
- ☐ Hospital badges
- ☐ Parking passes and key cards
- ☐ Distribute parking passes and hospital ID for next semester

Comments or Concerns:

Clinical Instructor Signature

Student Signature

Total points from page 1 _____

Total points deducted from page 2 _____

Final Clinical Semester Grade _____

Clinical Coordinator Signature

Date

Note: If a student is placed on clinical probation, that student's grade will automatically drop to a "C."

Sample Clinical Affective Assessment Evaluation Form:

Student:

Date:

Clinical Site:

Exam:

Patient Age:

Staff Technologist/ Clinical Mentor:

Observation Date 1:

Observation Date 2:

Portion to be Completed by Staff Technologist:

Competency Component	Yes/ Points	All But One	No/ Points
Correctly Identified Patient	10		0
Selected correct patient from worklist	5		0
Explained exam	5		0
Obtained patient history	5	3	0
Provided correct changing instructions	5	3	0
Had patient remove metal/ jewelry as needed	5	3	0
Assisted patient as needed	5	3	0
Handled patient gently and professionally	5		0
Provided correct breathing instructions	5	3	0
Provided correct instructions to patient	5	3	0
Protected patient modesty	5	3	0
Instilled confidence with exam	5	3	0
Completed exam with organized positioning	5	3	0
Completed exam in a timely manner	5	3	0
Produced images based on correct site protocol	5		0
Used proper technical factors	5	3	0
Selected the correct AECs/ selected correct projection from menu	5	3	0
Used the correct SID	5	3	0
Used correct markers for each projection	10	5	0
Properly placed markers for each projection	5	3	0
Completed the correct forms for the procedure	5	3	0
Followed standard precautions	5		0
Correct centering (tube to patient)	5	3	0
Correct centering (body part to IR)	5	3	0
Correct body part angle	5	3	0
Correct tube angle	5	3	0
Properly used immobilization device if necessary	5	3	0
Collimated to part	10	5	0
Shielded patient	25	10	0
Provided shield to others in room if necessary	5		0
Make exposures from behind lead barrier	5		0
Wore shield if necessary	5		0
Wore radiation monitoring device (badge)	5		0
Any supplemental Images required?			

Required repeats?	-25		-0
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Technologist comments:

Portion to be Completed by HCC Clinical Instructor:

Competency Component	Description/ Points	Description/Points	Description/Points
Exposure	Optimal/10	Diagnostic/ Acceptable/ 5	Not acceptable/ 0
Positioning	Optimal/10	Diagnostic/ Acceptable/ 5	Poor/ 0
Tube to IR alignment	Optimal/10	Diagnostic/ Acceptable/ 5	Poor/ 0
Part to IR alignment	Optimal/10	Diagnostic/ Acceptable/ 5	Poor/ 0
Collimation	Optimum/ 15	Some/ 5	None/ 0
Artifacts on Image	None/ 5	Away from part of interest/ 3	On part of interest/ 0
Anatomy Identification	All/ 10	Less than 10, but more than 5/ 5	Less than 5/ 0

Instructor Comments:

RADIOGRAPHY PROGRAM PREGNANCY PRECAUTIONS GUIDELINES

Because of the potential hazard to a fetus as a result of radiation exposure, certain precautions are suggested for pregnant students in the Radiography Program.

The student voluntarily notifies the Program Coordinator and Clinical Coordinator in writing with expected delivery date and date of conception **if the student wishes to disclose the pregnancy. The student may rescind their pregnancy declaration in writing at any time.** The following criteria must be met for the student to participate in the academic and clinical components of the radiography program upon disclosure of pregnancy:

- The student will be required to wear a second radiation exposure badge (fetal badge) at the waist level.
- The student must be under the care of a physician throughout the pregnancy.
- Written permission from the physician to participate in the aforementioned clinical activities.
- Written permission from the physician to return to the radiography program upon delivery of the baby.

When disclosure of pregnancy is received one of the following options may be selected.

1. The student continues in the program without modification or interruption.
2. The student chooses to modify clinical assignments. If modification of clinical assignments is selected, a written action plan will be devised and agreed upon by the student and College officials.
 - **The student will follow the College's guidelines for a grade of "I" (incomplete) for the semester. The deadline for the "I" grade will not extend beyond the end of the next semester or the instructor will assign an "F" as the official grade. A minimum grade of "C" must be achieved in the affected courses for the student to progress in the radiography program.**
3. The student chooses to take a leave of absence from clinical assignments and/or leave of absence from the program. If leave of absence from the clinical area or the program is selected, an action plan will be devised and agreed upon by the student and College officials. **If a leave of absence from the program or clinical is selected, the leave of absence cannot extend beyond the end of the next semester from the date the leave of absence was initiated. The student must follow the College's guidelines for withdrawal from enrolled courses if the leave of absence is initiated prior to the start of semester courses or the College's guidelines for a grade of "I" (incomplete) for enrolled courses. The deadline for the "I" grade will not extend beyond the end of the next semester or the instructor will assign an "F" as the official grade. A minimum grade of "C" must be achieved in the affected courses for the student to progress in the radiography program.**

The student will also be directed to the following website address to download the NRC Regulatory Guide 8.13: <http://www.nrc.gov>.

I have read and understand the requirement relative to pregnancy and have decided to select option

RADIOGRAPHY PROGRAMS STUDENT HANDBOOK ACKNOWLEDGMENT FORM

I have reviewed and agree to abide by the contents of the Radiography Programs Handbook which includes the following:

Welcome
Directory
Clinical Affiliate Directory
Philosophy of the Program
Radiography Program Mission Statement
Radiography Program Outcomes
Curriculum Standard
Organizational Chart
Program of Study: Radiography
Course Descriptions: Radiography
Academic Calendar
Academic Advisement
Adherence to College and Program Requirements
Advanced Placement
Anti-Discrimination Requirement
ARRT Ethics Requirements
ASRT Code of Ethics
Cardiopulmonary Resuscitation
Cell Phone Alerts
Cell Phones and Pagers
Classes and Clinical Attendance
Clinical Honors Concentration
Communicable Disease
Confidentiality
Criminal Background and Urine Drug Screen
Criteria for Progression
Criteria for Readmission
Disciplinary Requirement for the Radiography and Advance Imaging Programs
Enforcement of Tobacco Requirement
Exposure Monitoring and Identification Badges
Extension of the Radiography Program Length
FERPA
Health Sciences Laboratory Guidelines
Hepatitis B Vaccine Agreement/Waiver
Incident Report
Inclement Weather
Infection Control
Injuries Occurring in Conjunction with a Radiography Program
(Classroom, Laboratory, or Clinical)
Latex Allergies

RADIOGRAPHY PROGRAMS STUDENT HANDBOOK**ACKNOWLEDGMENT FORM (continued)**

Malpractice (Liability) Insurance
Management of the Impaired Radiography Program Student
Oxygen Safety
Physical Examination
Professional Organizations and Activities
Radiation Safety
Safety and Conduct Rules for the Radiography Program
Sale of Tobacco Products
Signature Requirement
Smoking Requirement
Snow Emergency Plan
Standard Precautions for the Care of All Patients
Standards of Conduct
Student Grievance
Student Impairment Requirement Release Form
Student Responsibilities
Technical Standards
Waiver or Liability/Informed Consent
Washington County Health Dept. Information Sheet on MRSA
Workplace Hazards Requirement
Introduction/Clinical Education Courses I Through V
Clinical Affective Evaluation
Clinical Attendance Requirement
Clinical Competency Requirements
Clinical Completion Form 1st Fall Semester
Clinical Completion Form 2nd Spring Semester
Clinical Education Courses Grading
Clinical Participation Records
Clinical Requirements for Competency and Clinical Performance Evaluation
Competency Progression Chart
Exposure Repeat Requirement
Guidelines and Schedule for Clinical Competency
Harassment/Hostile Clinical Education Environment Requirement
Mammography and Hysterosalpingogram Requirement
Radiography Competency Log
Mobile/Portable Radiography Requirement
Pregnancy Requirement
Professional Appearance/Hygiene
Program Requirement for Radiation Exposure
Radiation Monitoring Reports Requirement
Rules for Clinical Education Centers
Rules of Conduct in the Clinical Affiliate
Student Clinical Requirement
Supervision Definitions/Competency Definitions
Travel to Clinical Education Sites

**RADIOGRAPHY PROGRAMS STUDENT HANDBOOK
ACKNOWLEDGMENT FORM (continued)**

Radiography Student Handbook Acknowledgment Form

Radiography Student Handbook Acknowledgment Form – Program Copy

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