

Harper College

**Radiologic Technology
Student Handbook and
Clinical Lab Manual
2025-2026**

HARPER COLLEGE

Radiologic Technology Handbook

Table of Contents

Harper College Mission Statement	5
Harper College Vision	5
Harper College Philosophy Statement	5
Harper College Accreditation	6
Radiologic Technology Program Mission Statement	6
Radiologic Technology Program Accreditation	6
Radiologic Technology Program Goals for Student Learning	7
Radiologic Technology Curriculum Course Requirements.....	8
Imaging Technology Admission Requirements – 2025.....	9
Functional Abilities.....	9
Legal Limitations Regarding Eligibility for Certification and Licensure.....	11
Grading Policy	11
Grades	11
Grading Scale.....	12
Clinical Evaluation.....	12
Unethical or Unsafe Performance	12
Reporting Professional Dishonesty in the Clinical Setting.....	12
Reporting Clinical Incidents	13
Recording of Clinical Occurrences in Which There is a Breach of Standards of Ethics in Radiography.....	14
Title IX /Sexual Misconduct.....	15
Procedure for Dismissal from the Radiologic Technology Program.....	16
Program Policy for Readmission	17

Health Guidelines for Participation in the Clinical Practice Setting.....	18
Trajecys Electronic Records System	18
Pregnancy Policy	19
Declaration of Pregnancy Release Form.....	20
Faculty Advisor.....	21
Academic Advising.....	21
Counseling Services.....	21
Membership in Professional Organizations and RAD TECH Club.....	21
Student Conduct and Ethics	21
Advisory Committee.....	21
Community Service Requirement.....	22
Clinical Site Assignments	22
Professional Violations	22
Academic Honesty Policy.....	23
FERPA	24
HIPAA	25
Part Time Work Policy	25
Recording Policy.....	25
Visitor Policy	26
Transportation Policy.....	26
Overdue Assignment Policy	26
Non-Discriminatory Practice	26
Graduation Requirements	26
Attendance Policy	26
Phone Calls During Clinical Experience or Class	27
Clinical Attendance Policy	27
Clinical Site Lunch Policy	28

Off Hour Rotation Policy.....	28
RAD 251 Ancillary Rotations.....	28
Clinical Practice Setting Prerequisite Requirements	28
CPR Policy.....	28
Regulatory Modules.....	29
Student Health Requirements	29
Clinical Obligations	31
Drug Screening	32
Student Code of Conduct and Dispute Resolution Procedure	34
Energized X-ray Laboratory Policies and Procedures	34
General Medical Imaging Laboratory Policies	36
Radiation Monitoring Policy.....	38
Recommended Radiation Dose Limits	38
Radiation Dosimetry Policies	38
Clinical Uniform Policy	40
Patient and IR Holding Policy	41
Clinical Supervision Direct & Indirect Supervision	41
Staff Technologist Policy information and Sign Off Sheet	43
Mammography Rotation Policy.....	43
MRI Safety Screening Policy.....	43
MRI Safety Screening Form	44
Clinical Sites Contact Information.....	45
Steps to a Thorough Examination.....	46
Non-Smoking Clinical Requirement.....	47
Positioning Markers	47
Advice to the new RAD Student	47
Affective Evaluation Form	49

ARRT Clinical Competency Table and Checklist	51
ARRT General Patient Care Competency Checklist	54
Orientation Checklist	55
Transportation Objectives	56
X-Ray Room Objectives	57
Fluoroscopic Room Objectives	58
RAD C-ARM Objectives	59
RAD Portable Objectives	60
Student Exit Survey (Appendix 1)	61
Graduate Survey (Appendix 2)	65
Clinical Affiliate Evaluation (Appendix 3).....	68
Clinical Instructor Evaluation (Appendix 4).....	70
Social Media Policy (Appendix 5)	71
Acknowledgement of Receipt of Handbook (Appendix 6)	73
Health Careers Student Signature Sheet (Appendix 7).....	74
Employer Survey Consent Form (Appendix 8)	75
Last Chance Clinical Education Agreement (Appendix 9).....	76
Biweekly Clinical Conference Report (Appendix 10).....	77
Radiologic Technology Clinical Patient Log (Appendix 11)	78
Surgical Hours Documentations Log (Appendix 12)	79
Radiologic Technology Program Incident Report (Appendix 13).....	80
Trajecsyst Student Menu and Instructions (Appendix 14).....	81
Recording Time Records in Trajecsyst (Appendix 15)	84
Assumption of the Risk & Waiver of Liability Relating to Communicable & Infectious Diseases for Harper College Radiologic Technology Students (Appendix 16)	87

HARPER COLLEGE MISSION STATEMENT

Harper College enriches its diverse communities by providing quality, affordable, and accessible education. Harper College, in collaboration with its partners, inspires the transformation of individual lives, the workforce, and society.

HARPER COLLEGE VISION

We will be an innovative and inclusive institution, the community's first choice, and a national leader for student success.

HARPER COLLEGE PHILOSOPHY STATEMENT

We, at Harper College, believe that our charge is to facilitate active learning and foster the knowledge, critical thinking, and life/work skills required for participation in our global society. We work with our community partners to enrich the intellectual, cultural, and economic fabric of our district. We believe that excellence in education must occur in an ethical climate of integrity and respect. We hold that the strength of our society is rooted in our diversity and that it is through synergy that we achieve excellence.

We guide our work and support our philosophy, mission, and vision by these core values.

Respect

We demonstrate Respect by interacting with and caring for others in a way that adds dignity to ourselves, our relationships, and our organization by:

- valuing and celebrating the uniqueness of individuals and their strengths.
- expressing appreciation for our colleagues' time, efforts, and contributions.
- encouraging multiple perspectives.

Integrity

We demonstrate Integrity by supporting an honest and ethical environment by:

- respecting confidentiality and acting in a trustworthy manner.
- being accountable for our actions and adhering to policies and procedures.
- making decisions that are fiscally and socially responsible.

Collaboration

We demonstrate Collaboration by working internally and externally toward shared goals to create a more positive outcome by:

- actively listening and responding to others with empathy.
- practicing open and honest communication and sharing information that is essential for success.
- using positive humor to foster a healthy and enjoyable environment.

Excellence

We demonstrate Excellence by setting and pursuing high standards of professionalism and competency by:

- providing exceptional service to all while demonstrating pride in our work.
- welcoming new challenges and seeking opportunities for growth and development.
- encouraging and empowering each of us to achieve our best.

COLLEGE ACCREDITATION

Harper College is accredited by the Higher Learning Commission. Since the College is accredited by the Higher Learning Commission, graduates of the Radiologic Technology Program are eligible to sit for the American Registry of Radiologic Technologists exam.

RADIOLOGIC TECHNOLOGY PROGRAM MISSION STATEMENT

The mission statement for Harper College's Radiologic Technology Program is to provide quality radiologic technology education to prepare competent entry-level radiologic technologists who will perform effectively within the health care setting and provide care for a diverse population.

RADIOLOGIC TECHNOLOGY PROGRAM ACCREDITATION

The Harper College Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology. Graduates of the Program are eligible for certification through the American Registry of Radiologic Technologists (ARRT).

"Standards for an Accredited Education Program in the Radiologic Sciences" are found on the JRCERT website www.jrcert.org. In the event that there is a question or complaint regarding accreditation matters, inquiries may be directed to:

The radiography program is accredited by the
Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312-704-5300
Email: mail@jrcert.org

The program's current award is 8 years. General program accreditation information and the current accreditation award letter can be found at <https://www.jrcert.org/programs/harper-college/>

In response to a complaint to the Joint Review Committee, the program will follow the following procedure:

1. Make an effort to resolve the issue at the local level.
2. Form a college committee to investigate the issue.
3. Formulate a response to the Joint Review Committee within 30 days of receipt of complaint.

STUDENT LEARNING GOALS

1. All graduates of the Radiologic Technology Program will be competent entry-level radiologic technologists.
 - 1.1 The student will demonstrate radiation safety practices.
 - 1.2 The student will critique radiographic images.
 - 1.3 The student will accurately position the patient.
2. All graduates of the Radiologic Technology Program will apply critical thinking skills in any given situation.
 - 2.1 The student will modify procedures to meet patient needs.
 - 2.2 The student will alter technical factors and positioning changes needed to accommodate patient pathological conditions.
3. All graduates of the Radiologic Technology Program will display proper interpersonal communication skills.
 - 3.1 The student will communicate with patients.
 - 3.2 The student will document accurate patient histories.
 - 3.3 The student will communicate with a diverse population.
4. All graduates of the Radiologic Technology Program will demonstrate professionalism.
 - 4.1 The student will demonstrate professional behaviors.
 - 4.2 The student will comply with professional ethics.
 - 4.3 The student will summarize the importance of continuing professional development.

PROGRAM EFFECTIVENESS MEASURES

5. The program will effectively meet the needs of the students and the community it serves.
 - 5.1 The student will pass the ARRT exam.
 - 5.2 The student will complete the program.
 - 5.3 The student will be employed in Radiologic Technology.
 - 5.4 The student will be satisfied with the program.
 - 5.5 Employers will exhibit a high degree of satisfaction with graduates of the program.

The school's mission is attained when the graduate has successfully completed the program by achieving the goals and outcomes outlined in this Student Handbook. The program's mission, goals, and outcomes are evaluated annually by members of the Harper College Radiologic Technology Program Advisory Committee. Their participation in the evaluation process assists in serving as the program's communities of interest.

RADIOLOGIC TECHNOLOGY

Associate in Applied Science A.A.S.: Radiologic Technology Degree

This 70 credit-hour full-time curriculum prepares radiographers to produce radiographic images of parts of the human body for use in diagnosing medical problems. Additional duties may include processing and evaluating images, evaluating radiology equipment, and providing relevant patient care and education. The program provides both classroom and clinical instruction in anatomy and physiology, radiobiology, pathology, medical imaging and processing, radiation physics, positioning of patients, patient care procedures, radiation protection, and medical ethics. Radiographers are employed in health care facilities including hospitals and clinics, specialized imaging centers, urgent care clinics, physician offices and government offices. Some radiographers are employed in educational institutions and in industry. Because of the nature of clinical experiences and individualized instruction in this program, and specialized technology and the equipment necessary to offer this program, a higher tuition rate is assessed for career specific courses. These include courses with the RAD prefix. Students pay 1.5 the regular rate of tuition. Radiologic Technology is a limited enrollment program. For admission requirements, please contact the Admissions Outreach Office at 847.925.6700 or visit harpercollege.edu. Students who apply for this limited enrollment program are obligated to meet current admission requirements and follow program curriculum as defined at the time of acceptance to the program.

PREREQUISITES

A grade of C or better in all coursework is required for all students.

BIO	260	Human Anatomy ¹	4
BIO	261	Human Physiology ¹	4
ENG	101	Composition.	3
Mathematics ²		<u>3</u>
			14

FIRST SEMESTER (SUMMER SESSION)

A grade of C or better in all coursework is required for all students.

RAD	101	Introduction to Radiologic Technology	3
-----	-----	---	---

SECOND SEMESTER

A grade of C or better in all coursework is required for all students.

HSC	112	Medical Terminology	2
HSC	213	Legal and Ethical Issues in Health Care	2
RAD	102	Radiologic Procedures I ³	3
RAD	103	Radiologic Principles I.....	3
RAD	107	Radiologic Clinical Education I.....	<u>2</u>
			12

THIRD SEMESTER

A grade of C or better in all coursework is required for all students.

RAD	105	Radiologic Procedures II ³	3
RAD	106	Radiologic Principles II.....	3
RAD	108	Radiologic Clinical Education II.....	2
SPE	101	Fundamentals of Speech Communication	<u>3</u>
		Humanities or Social and Behavioral Science ⁺	<u>3</u>
			14

FOURTH SEMESTER (SUMMER SESSION)

A grade of C or better in all coursework is required for all students.

RAD	225	Radiologic Clinical Education III.....	2
-----	-----	--	---

Associate in Applied Science A.A.S.: Radiologic Technology Degree (continued)

FIFTH SEMESTER

A grade of C or better in all coursework is required for all students.

RAD	221	Radiologic Procedures IV ³	3
RAD	223	Advanced Radiologic Principles.....	2
RAD	224	Radiobiology	2
RAD	240	Radiologic Clinical Education IV	3
RAD	228	Digital Imaging	<u>2</u>
			12

SIXTH SEMESTER

A grade of C or better in all coursework is required for all students.

RAD	236	Radiologic Pathology	3
RAD	238	Sectional Anatomy for Imaging	2
RAD	239	Radiologic Special Procedures	3
RAD	251	Radiologic Clinical Education V	3
RAD	258	Radiologic Seminar	<u>1</u>
			12

¹ Must be completed no earlier than five years prior to beginning the Radiologic Technology program.

² MTH101, MTH 103 or higher with a grade of C or better.

³ Radiography lab requires a minimum of 4 hours per month of radiography lab practice.

* Students need to choose a course to meet this requirement that also fulfills the World Cultures and Diversity graduation requirement.

RADIOLOGIC TECHNOLOGY DEGREE PROGRAM ADMISSION REQUIREMENTS FOR 2025

The Harper College Radiologic Technology program admission requirements are found on the Harper College website:

<https://www.harpercollege.edu/academics/health/radiologic-technology/index.php>

FUNCTIONAL ABILITIES FOR RADIOLOGIC TECHNOLOGY

Motor Capability:

1. Move from room to room and maneuver in small spaces.
2. Squat, crawl, bend/stoop, reach above shoulder level, use standing balance, & climb stairs.
3. Lift and carry up to 50 lbs. and exert up to 100 lbs. force or push/pull.
4. Use hands repetitively; use manual dexterity; sufficient fine motor function.
5. **Must be able to walk and stand for extended periods of time.**
6. Perform CPR.
7. **Travel to and from academic and clinical sites.**

Sensory Capability:

1. Coordinate verbal and manual instruction.
2. Auditory ability sufficient to hear verbal communication from clients and members of the health team; includes ability to respond to emergency signals.
3. Discern soft sounds, such as those associated with taking a blood pressure.
4. Visual acuity to acquire information from documents such as charts.
5. Comfortable working in close physical proximity to patient.

Communication Ability:

1. Communicate effectively in English with patients, families, and other health care providers, both verbally and in writing.
2. Effectively adapt communication for intended audience.
3. Interact; establish rapport with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
4. Assume the role of a health care team member.
5. Function effectively under supervision.
6. Sufficient command of the English language in order to retrieve information from lectures, textbooks, as well as understand medical terminology.
7. Skills include computer literacy.

Problem Solving Ability:

1. Function effectively under stress.
2. Respond appropriately to emergencies.
3. Adhere to infection control procedures.
4. Demonstrate problem-solving skills in patient care.
5. Use sound judgment and safety precautions.
6. Address problems or questions to the appropriate persons at the appropriate time.
7. Organize and prioritize job tasks.

Behavioral Skills and Professionalism

1. **Follow policies and procedures required by academic and clinical settings.**
2. Adheres to Harper College Academic Honesty Policy (per college catalog) and any additional conduct rules set forth in the *Radiologic Technology Handbook and Clinical Lab Manual*.
3. **Adheres to Harper College Code of Conduct (per college catalog).**
4. Abides by the guidelines set forth in the Health Information Portability and Accountability Act (i.e. HIPAA or the national privacy act)

Procedure:

1. The functional abilities standards are a requirement for admission to the Radiologic Technology Program and are identified in the *Radiologic Technology Handbook and Clinical Lab Manual*.
2. Students will be required to sign a statement indicating that they have read the functional abilities standards and understand that they will be expected to meet the Functional Abilities Requirement with or without accommodations (see page 10).
3. Students must contact Access and Disabilities Services if accommodations are needed. Information on Access and Disabilities Services is contained in the *Harper College Catalog and Student Handbook* and/or <https://www.harpercollege.edu/ads/index.php>.
4. Students failing to meet the essential abilities, as determined by faculty, may have their progress in the Radiologic Technology Program interrupted.
5. Students will be required to demonstrate that they are able to meet all of the essential ability's standards within a reasonable time frame.

LEGAL LIMITATIONS REGARDING ELIGIBILITY FOR CERTIFICATION AND LICENSURE

All students seeking to enroll in health career programs or classes including clinical placements are required to authorize an investigation to determine if the student has been convicted of any criminal or drug offenses. The student should provide authorization for the investigation to the Harper College Public Safety Department. For information on convictions that will disqualify you for a health career you should call the Illinois Department of Public Health (217.782.2913). If you have a disqualifying conviction, the IDPH can clarify the process you should initiate to apply for a waiver. This waiver would allow you to enter a health career program.

Graduation from the program does not guarantee licensure. A graduate who applies for the American Registry of Radiologic Technologists (ARRT) certification examination and/or an Illinois license as a Radiologic Technologist may be denied certification and/or licensure for the following reasons:

1. Conviction of a criminal offense in a state or Federal court (other than minor traffic violations).
2. Physical impairment or disability that could interfere with the ability to practice Radiologic Technology.
3. Addiction or excessive use of alcohol, narcotics, barbiturates, or other habit-forming drugs.
4. Present or past diagnosis and treatment for chronic physical, mental, or emotional illness, including substance abuse.

Students who have reason to believe that they may be denied certification and/or licensure for any of the above reasons should see the Radiologic Technology Program Coordinator for guidance and assistance, or contact the **Illinois Emergency Management Agency, Division of Nuclear Safety**, 217.785.9900, **Radiologic Technologist Accreditation** 217.785.9913, and/or the **American Registry of Radiologic Technologists** 651.687.0048.

GRADING POLICY

I. GRADES

- A. Courses in the Radiologic Technology Program are sequenced. This means that all of the required courses as listed for a specific semester must be completed with a grade of “C” or better before the next Radiologic Technology course can be taken. The student will be unable to continue in the Radiologic Technology sequence or to graduate, unless a “C” or better obtained in all Radiologic Technology courses and HSC prefixed courses. A final course grade of “D or F” in any RAD course precludes continuance in the Radiologic Technology Program.
- B. GPA
The minimum Grade Point Average (GPA) for the Radiologic Technology Program is 2.0 for graduation.

GRADING SCALE

All Radiologic Technology Courses with the prefix RAD shall be graded on the following scale:

A – 92-100%

B – 83-91%

C – 75-82%

D – 66-74%

F – 65% and below

II. CLINICAL EVALUATION

Clinical evaluation related to Radiologic Technology is based on the following methods:

- Competency Evaluations
- Affective Evaluations
- Clinical Final Examinations

A student will receive a letter grade for clinical performance based on the above criteria.

No incomplete grades will be permitted.

Students are expected to be able to perform skills satisfactorily in the campus lab before that skill is performed in the clinical setting.

UNETHICAL OR UNSAFE PERFORMANCE

Incidents in the clinical setting involving a serious breach of safety or ethics may be the cause for immediate dismissal from the Radiologic Technology Program. The decision to dismiss a student would be made by the full-time faculty, part-time faculty, and/or clinical instructors that have supervised the student.

- **Reporting Professional Dishonesty in the Clinical Setting**

Requirement Statement:

The public interest demands honest and ethical professionals in the health care setting. Radiologic Technology students who obtain passing grades through dishonest means may develop habits of unsafe and unethical practice and may present risks to other individuals and to the reputation of the profession.

During the course of study in the Radiologic Technology Program, a student may observe behavior by others that appear to violate standards of academic and/or professional integrity, or actions that have the potential to harm another individual. Radiologic Technology students who find themselves in this situation must carefully consider their personal and professional responsibility to report an incident involving suspected dishonesty, as well as any applicable workplace rules in clinic settings,

which mandate such reporting. See Requirement “*Reporting of Clinical Incidents*” and Requirement “*Recording of Clinical Occurrences in Which There is a Breach of Standards of Radiography Practice*”.

Procedure:

1. A student who observes dishonest or otherwise unethical behavior on the part of another student or health care worker should express concern to the person engaging in the questionable practice, calling attention to its potential detrimental effect upon patient well-being. The student should also report the incident to the clinical faculty member.
2. **Examples of dishonest/unethical clinical behaviors include but are not limited to:**
 - Falsifying documentation
 - Lying about performance
 - Failure to acknowledge a lack of understanding or ability to competently perform a task.
 - Failure to follow procedures according to policy (such as taking unauthorized shortcuts)
 - Deleting radiographic images from computer without permission from Supervisor or Clinical Instructor
 - Failure to report clinical care mistakes to a clinical faculty member.
 - Covering up for the unsafe behavior of another student or health care worker
 - Practicing as a radiologic technology student when under the influence of drugs or alcohol
 - Violations of the Health Insurance Portability and Accountability Act (HIPAA) (See Requirement #3 and www.hhs.gov/ocr/hipaa)
 - Violations of the **American Registry of Radiologic Technologist Code of Ethics &/or American Society of Radiologic Technologists Standards of Practice**
 - Failure to adhere to policies related to clinical supervision.
3. Students are encouraged to discuss questions and concerns which may arise regarding their responsibilities under this requirement with clinical faculty or other radiologic technology faculty members.

• **Reporting of Clinical Incidents**

Requirement Statement:

The reporting of the clinical incident documents events that are breaches of professional practice. A clinical incident occurs when there is a violation of professional standards, requirements, or unsafe patient care practice; and the clinical agencies require an institutional specific “Incident Report.” Safety practices at the clinical agencies and at Harper College are the responsibility of both radiologic technology faculty and students. All incidents must be reported immediately to the appropriate persons.

Procedure:

A. Clinical incidents involving a radiologic technology student:

1. The student will notify radiologic technology faculty at once.
2. The student will, under the supervision of the radiologic technology faculty, notify the manager/coordinator of the department/unit.
3. The student and radiologic technology faculty, under the direction of the manager/coordinator, will follow the procedure at the clinical agency at which the incident occurs and complete the appropriate “Incident Report” form(s).
4. The student, under the direction of the Radiologic Technology faculty, will make out a Harper College Incident Report form (see Appendix 13) and submit it to the Radiologic Technology Program Coordinator
5. Financial obligations incurred because of the incident will be the responsibility of the student. Refer to Requirement “Health Requirements” in the *Radiologic Technology Handbook and Clinical Manual Program*.

B. Clinical incidents involving a patient:

1. The student will notify radiologic technology faculty at once.
2. The student will, under the supervision of the radiologic technology faculty, notify the manager/coordinator of the department/unit.
3. The student and the radiologic technology faculty, under the direction of the manager/coordinator, will follow the procedure at clinical agency at which the incident occurs and complete appropriate “Incident Report” form(s).
4. The student, under the direction of the radiologic technology faculty, will complete a Harper College Incident Investigation Report Form (See Appendix 13) and submit it to the Radiologic Technology Coordinator who will submit it to the appropriate College employee. (Use the back of the form to record additional information, as necessary.)

• **Recording of Clinical Occurrences in Which There is a Breach of Standards of Ethics in Radiography**

Requirement Statement:

A record of a clinical occurrence is a communication and educational tool used to enhance the student’s ability to improve radiography practice. A clinical occurrence, which breaches standards of patient care, is when there is unsafe care or a violation of established policies and procedures at the college or clinical agency. The record documents observations of critical behaviors that reflect professional behaviors and ethics. This includes patient safety; ethical behavior; and policy and procedural requirements.

Procedure:

1. When there is an occurrence that breaches standards of practice, the faculty or staff observing the occurrence will complete an “Incident Report.”

2. A faculty member or the Radiologic Technology Program Coordinator will meet with the student to discuss the occurrence and review the written report.
3. The student will be required to submit a written statement regarding the occurrence including corrective or preventive action.
4. Following the completion of the Incident Report:
 - A copy of the report will be given to the student.
 - A copy of the report will be placed in the student's file.
 - The student may be referred to the college counselor, the radiologic technology program coordinator and/or other appropriate resources.
 - The student must supply verification of action taken in response to the report. This is returned to the faculty or staff member initiating the report by the date designated by the faculty.

The report of the occurrence may be used for remedial action or dismissal of the student from the Radiologic Technology Program at the time of the incident or at a future date.

- **Title IX /Sexual Misconduct**

All members of the Harper College community, including students, employees, guests, and visitors, have the right to be free from gender-based or sexual misconduct in their educational pursuits at Harper.

This includes students enrolled in clinical courses during their clinical experience. If a student feels as though they are being harassed or discriminated against based upon their sex or gender, the student should report this to a member of the Harper College faculty, staff or administration. What the student must understand, however, is that once they have reported a concern to any Harper College employee, the concern must be escalated to either a member of the Harper Early Alert (HEAT) team or a Title IX coordinator for further investigation if warranted. There is also a reporting mechanism available through the following web link to the Harper College Title IX web page. <https://www.harpercollege.edu/about/consumerinfo/title-ix/index.php>

If the student wishes to make a confidential report, they can contact NWCASA (Northwest Center Against Sexual Assault at 888-802-8890 or NWCASA.org.

The Harper College radiologic technology program faculty need to ensure that our clinical affiliates are safe and welcoming learning environments for our students. We strongly encourage any student to report any concerns to a member of the faculty, counselor or advisor, or Title IX coordinator. We hope that a student who feels as though they are being harassed will be comfortable in reporting such concerns so they can be investigated.

PROCEDURE FOR DISMISSAL FROM THE RADIOLOGIC TECHNOLOGY PROGRAM

Requirement Statement:

Admission to the Harper College Radiologic Technology Program does not guarantee progression to graduation. Graduation from the Radiologic Technology Program requires that the student achieve the competencies necessary for safe patient care. Evaluation of the student's performance is an ongoing process throughout the Radiologic Technology Program. The college has established procedures for appeal of decisions related to academic achievement.

Procedure:

1. Dismissal from the Radiologic Technology Program is based on established performance criteria as follows:
 - a. Failure to meet the minimum grade of "C" in each Radiologic Technology course.
 - b. Failure to meet the minimum grade of "C" in pre-requisite and co-requisite courses.
 - c. Clinical performance that fails to meet professional standards of conduct.
Unprofessional conduct is defined as any action inconsistent with the American Registry of Radiologic Technologists Code of Ethics, Requirements of the Radiologic Technology Program, or the policies of the clinical agencies.
 - d. Clinical performance that constitutes unsafe practice that endangers the safety or well-being of the patient.
 - e. A student whose clinical performance is evaluated as being unable to meet the criteria established for competence throughout the Radiologic Technology course.
 - f. Non-compliance with requirements of the Radiologic Technology Program as provided in the *Radiologic Technology Handbook and Clinical Lab Manual*.
 - g. Academic dishonesty, unethical behavior, and/or violation of confidentiality.
2. Review for Dismissal from the Radiologic Technology Program includes the following:
 - a. The Radiologic Technology course instructor will provide timely notice to a student that he or she is failing to meet performance criteria or requirements for progression in the Radiologic Technology Program.
 - b. All Radiologic Technology faculty recommendations to dismiss a student must be submitted in writing to the Radiologic Technology Program Coordinator, Health Careers Division, with a copy provided to the student.
 - c. The student may request a review by the Radiologic Technology Program Faculty within 10 days of notification of dismissal. The Radiologic Technology Program Coordinator will review documentation provided by the student, instructor, and administration. The student will be offered the opportunity to meet with the faculty and/or the Radiologic Technology Program Coordinator.
 - d. The Radiologic Technology Program Coordinator will decide on the final recommendation and notify the student in writing.
 - e. The student may appeal the decision of the Radiologic Technology Program within 10 days of the written notification to the Dean, Health Careers Division.

- f. The student may appeal the decision by the Radiologic Technology Program Coordinator and/or the Dean of the Health Careers Division as an “Academic Complaint” as outlined in the “Student Code of Conduct.”

RADIOLOGIC TECHNOLOGY PROGRAM POLICY FOR READMISSION:

“READMISSION CANDIDATE”

Requirement Statement:

A student requesting readmission to the Radiologic Technology Program and previously dismissed from the program due to academic failure is a “Readmission Candidate.” Students requesting to be admitted as a “Readmission Candidate” will be evaluated by the Radiologic Technology Faculty Committee on a case-by-case basis. Evidence of remedial course work will be taken into consideration. A student that fails a **clinical course** will not be readmitted to the program. Once a student is dismissed from the program for academic failure, there is no guarantee of readmission to the associate degree Radiologic Technology Program.

Procedure:

1. Students who receive a grade of “W”, “D” or “F” in a RAD prefix course will be dismissed from the Radiologic Technology Program and be required to apply for readmission as a “Readmission Candidate”. Students that receive a passing grade of “C” or greater in the RAD prefix courses, but do not receive a passing grade in the HSC prefix courses may be allowed to seek readmission to the program a second time upon written recommendation of the Radiologic Technology faculty.
2. The student must submit a letter requesting readmission to the Radiologic Technology Coordinator.
3. The student must submit evidence of the following for review:
 - a. Documentation of corrective action regarding previously identified problems
 - b. Transcript of grades documenting remedial course work and current academic status as a student in “good standing”
 - c. Complete a session with Success Services
4. The student will be required to meet with the Radiologic Technology Program Coordinator.
5. Information submitted by the student and documentation of the interview will be referred to the Faculty Committee by the Radiologic Technology Program Coordinator.
6. The faculty will consider time absent from the program. The student will be required to repeat previous course work from the beginning, in order to remain current with the curriculum and complete the program in 2 years.
7. The Radiologic Technology Faculty Committee will review the request and provide a recommendation to the Radiologic Technology Program Coordinator.
8. **There is no guarantee of readmission to the program.**
9. The Radiologic Technology Program Coordinator will advise the student of the final recommendation in writing.

Once approved for readmission, the candidate will need to complete the following:

- Evaluation of transfer credit completed since last enrollment.

- BIO260 and BIO261 courses completed within 5 years of readmission to the program with a grade of “C” or better.

HEALTH GUIDELINES FOR PARTICIPATION IN THE CLINICAL PRACTICE SETTING

Requirement Statement:

At all times, patient and radiologic technology student safety will be a priority consideration. It is imperative that the student notify the faculty of any changes in health status that have an impact on patient or student safety.

Procedure:

1. Situations that might have an impact on patient or student safety include:
 - a. Recent exposure to a communicable disease.
 - b. An elevated temperature in the 24-hour period prior to going into the clinical setting.
 - c. Any condition that might put the student or others at risk, for example, **Covid or Flu**.
2. The faculty will determine whether the patient or radiography student would be at risk if the student participates in the clinical experiences.
3. If the physical condition limits participation in the clinical setting for an extended period:
 - a. The student must provide documentation by a licensed physician and submit a medical release before approval to return to the clinical practice setting.
 - b. The student’s ability to complete the clinical requirements of the Radiologic Technology course will be assessed on an individual basis.
 - c. Failure to submit a medical release or information regarding a health status change is grounds for immediate dismissal from the Radiologic Technology Program.
4. Any change in health status as identified in the **Functional Abilities Requirement** will require documentation to return to the course.
5. All documentation outlined must be submitted to the current course instructor and will be placed in the student’s file.

TRAJECSYS ELECTRONIC RECORDS SYSTEM

The Harper College Radiologic Technology program uses the Trajecsyst cloud-based system to record clinical attendance and clinical competency/evaluation documents. The cost for a 2-year Trajecsyst subscription is \$150, which is paid for by the student. To pay, go to the following website: www.trajecsyst.com and click “Payments” in the upper right-hand corner. This is not optional and must be in place by the time you start your first clinical course.

To register, go to the following website: <https://www.trajecsyst.com/programs/registration.aspx>

Please make sure to select the Harper College Radiologic Technology option.

Once you have registered and paid, a faculty member will need to go into the system and designate your role as a student before you can access much of the student content. You can register up to 45 days before you start needing to use the system, so you can familiarize yourself with it.

Please see the addenda 14 & 15 for the “Student Menu and Instructions”, as well as “Clocking In and Out.” Once registered, there is a user guide menu (bottom, left side) in which you can find videos to help you navigate through the content you will be using.

PREGNANCY POLICY

Title IX of the Education Amendments of 1972, 20 U.S.C. Sec. 1681, et seq., and its implementing regulations, 34 C.F. R. Part 106 is a federal law that prohibits discrimination on the basis of sex in any federally funded program or activity. In compliance with Title IX, Harper College prohibits sex discrimination, inclusive of sexual harassment and sexual assault, towards any person regardless of sex, gender, or gender identity.

During the first semester of the Harper College Radiologic Technology Program, all students will complete an introduction to radiation protection in RAD103. This information will serve as background for the potential risks involved to students who may become pregnant. Students will be required to read the National Council on Radiation Protection and Measurements (NCRP) Report 174, and United States Nuclear Regulatory Commission (NRC) Regulatory Guide #8.13 on possible biological risks to the fetus and embryo and sign an acknowledgement form stating that they understand these risks. This form must be signed before the beginning of the first day of clinical rotation and will be placed in the student’s Harper College file.

1. Any student who is or suspects that she/they is pregnant has the option of whether to notify the Program Coordinator. If the student voluntarily chooses to disclose the pregnancy, the student must do so in writing and indicate the expected date of delivery and complete the “Declaration of Pregnancy Release Form”. In the absence of this voluntary, written disclosure, a student is then deemed not pregnant. The student may rescind pregnancy declaration at any time in writing.
2. The possible risks to the embryo and fetus shall be reviewed and documented by the student and Program Coordinator. The student will decide, and the Program Coordinator will document one of the following options:
 - A. A leave of absence may be taken until the birth of the child. All Radiologic Technology grades will be recorded as withdrawn (W) if the student grades are acceptable at the time. The student will be assured a place in next year’s class should she/they decide to take a leave of absence. Student acceptance to clinical facilities depends upon availability of sites.
 - B. The student may continue in the program without modification, or she/they may choose to continue with modification, but in order to graduate and qualify to sit for the ARRT registry, all competency and clinical attendance requirements must be completed.
 - In this case, two radiation monitoring devices will be used, one worn at the collar and on top of the apron during fluoroscopy and one worn on the belt and under the apron during fluoroscopy to record the student and fetal exposure.
 - Either the Radiologic Technology Program Coordinator, Radiation Safety Officer or Clinical Instructor, will counsel the student, if and when the cumulative radiation dose during gestation period reaches 2.5 mSv (250 mrem). Should recorded fetal exposure increase to 5 mSv (500 mrem) or be received at a rate greater than 0.5 mSv (50 mrem) per month at any time during pregnancy, the student will be required to take a leave of absence. See (A) above.
 - All course objectives and rotations shall be equivalent to any and all students enrolled in this particular course. Other counseling on radiation protection procedures shall be done as needed.

C. The student may withdraw from the program by submitting in writing to withdraw from the program Harper College will not be responsible for any decision made by the student regarding pregnancy.

HARPER COLLEGE

RADIOLOGIC TECHNOLOGY PROGRAM

PREGNANCY POLICY

Declaration of Pregnancy Release Form

This document is to certify that I, _____, a student of Radiologic Technology enrolled at Harper College and currently assigned to _____ (Clinical Education Center) am voluntarily declaring that I am pregnant. I believe that I became pregnant in _____, 20_____.

I have read the Pregnancy Policy for the Radiologic Technology Program. I understand the implications of my continued presence in the radiology department as part of my clinical education. I will not hold Harper College or the clinical education center(s) liable in case of abnormalities to this pregnancy, which may be caused by radiation exposure.

I ***ELECT*** or ***DO NOT ELECT*** (please circle) to follow my planned clinical rotation. (*If you elect not to follow the clinical rotation plan you will be required to complete your rotations at a later date.*)

I also understand that the lower dose limit is in effect until I have (1) given birth, (2) informed you that I am no longer pregnant, or (3) chosen to revoke this declaration of pregnancy in writing.

Student Radiographer _____

Witnessed by _____

Witnessed by _____

Program Coordinator _____

Date _____

FACULTY ADVISOR

Both the Radiologic Technology Program Coordinator and Clinical Coordinator are available to provide guidance and assistance in relation to the Radiologic Technology Program. You are encouraged to make appointments as frequently as you wish; however, you are required to see Program Coordinator at midterm of each semester to discuss your progress in the program and the Clinical Coordinator to discuss your progress in clinical courses. Faculty are available during posted office hours.

ACADEMIC ADVISING

Academic Advisors will be assigned to each student to guide them through their educational journey at Harper College. Academic Advising is in Building A, Room 364. Students can contact the office at 847-925-6220 for an appointment.

<https://www.harpercollege.edu/services/advising/index.php>

COUNSELING SERVICES

Counseling Services (Building D, Room 204, 847.925.6393) provides support to students across three main areas: Career, Personal, and Educational Counseling. Whether you need assistance in fine-tuning your goals, are interested in finding more balance in your life or need help conquering fears about college life, or improving your success habits, Counseling Services can help. Services are offered individually, in workshops, and small group formats free of charge.

<https://www.harpercollege.edu/services/counseling/personal/index.php>

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS AND RAD TECH CLUB

Radiologic Technology students are encouraged to participate in various professional and all-campus activities and groups. Membership in the I.S.S.R.T. and A.S.R.T. are encouraged, which provides opportunities for growth within the profession. The RAD TECH Club membership is open to all students. Participation is encouraged. Other campus organizations encourage development of diversity in skills and interests. Information about campus organizations, services, and activities can be obtained from the Center for Student Engagement, Room A336, 847.925.6242.

STUDENT CONDUCT AND ETHICS

Compliance with the Student Code of Conduct (Harper Student Handbook) is expected of all Radiologic Technology students. Any dishonest or undesirable behavior will be subject to disciplinary action by the Radiologic Technology faculty, Radiologic Technology student representatives, and/or Harper Student Conduct Committee and may result in dismissal from the Radiologic Technology Program. Also refer to ARRT Standards of Ethics,

<https://www.arrt.org/pages/resources/ethics-information> .

ADVISORY COMMITTEE

The Harper College Radiologic Technology Advisory Committee meets biannually, spring and fall semester, as required by Harper College and the JRCERT. At least two student Radiologic Technology second year students will be selected to serve a one-year term on the Advisory Committee.

COMMUNITY SERVICE REQUIREMENT

All Radiologic Technology Students are required to perform eight (8) hours of community service while enrolled in the program. To receive credit, documentation must be submitted to Program faculty.

CLINICAL SITE ASSIGNMENTS

- There is no guarantee that you will be placed close to your home.
- All clinical sites are located within 35 miles of Harper College.
- Students will not be assigned to a clinical site where relatives are employed in radiology or where a student is employed at the beginning of the first semester of the program. This will ensure a fair and equitable clinical experience.
- Clinical sites:
 - Alexian Brothers Medical Center
 - Mount Sinai Hospital
 - Rush University Medical Center
 - Lurie Children's Hospital
 - Lutheran General Hospital
 - Evanston Hospital
 - Advocate Good Shepherd Hospital
 - Northwestern Hospital McHenry
 - Northwestern Hospital Huntley
 - Northwest Community Hospital
 - St. Alexius Medical Center

PROFESSIONAL VIOLATIONS:

If a student exhibits unprofessional behavior at any time while in the medical imaging laboratory or in the classroom, Radiologic Technology Faculty have the authorization to issue a professional skills violation. These violations can include (not inclusive to):

- Disruptive behavior
- Excessive tardiness
- Speaking on the cell phone in the lab
- Failure to notify the proper person regarding broken equipment.
- Removing equipment from the lab without instructor permission
- Failure to return lab equipment to appropriate storage at the end of each lab session.

If a student receives three (3) professional skills violations, a loss of 10% off their final grade will result in either RAD 102, RAD 103, RAD 105, RAD 106, RAD 221, or RAD 228; a fourth professional skills violation will result in an additional 10% penalty; and a fifth professional skills violation will result in the student being terminated from the program.

ACADEMIC HONESTY POLICY

Harper College is strongly committed to the promotion of high ethical standards. Such standards can best be accomplished in an environment where honesty and integrity are practiced. For this reason, the College strongly condemns academic dishonesty. Academic dishonesty includes cheating, plagiarism, or other improper appropriations of another's work as one's own and falsifying records to advance one's academic standing.

Cheating includes but is not limited to copying answers, stealing and/or disseminating tests or answer keys, using someone else's data in preparation of reports or assignments, and assisting others in such practices.

Plagiarism involves the presentation of another person's words, ideas, or work as one's own. It includes but is not limited to copying any material, (written or non-written) without proper acknowledgment of its source and paraphrasing another's work or ideas without proper acknowledgment.

Falsifying records includes but is not limited to falsifying or improperly altering college or clinical records and documents, or knowingly supplying false, or misleading information to others (e.g., the College, other educational institutions or prospective employers).

Utilizing AI in completing assignments is a violation of the code of ethics, unless faculty specifically permits it.

Procedure

1. Students are expected to do their own original work, except when the Radiologic Technology faculty directs collaboration on assignments.
2. Students who commit any form of academic dishonesty are subject to disciplinary measures including failure of the assignment, project, or test, failure of the course or dismissal from the Radiologic Technology Program.
3. Refer to the "Student Code of Conduct and Dispute Resolution Procedures" in the *Harper College Catalog and Student Handbook*.

The Family Educational Rights and Privacy Act (FERPA)

Under the terms of FERPA, Harper College has established the following as **Directory Information** and may be released to those requesting it unless the student specifically requests otherwise on the form provided or by submitting written notification to the Office of the Registrar:

1. Student Name
2. Local Address/Phone
3. Permanent Address/Phone
4. E-mail Address
5. Date and Place of Birth
6. Hometown
7. Degrees and Awards Received and Dates
8. Dates of Attendance (current and past)
9. Full or Part-time Enrollment Status
10. Participation in Officially Recognized Activities
11. Participation in Officially Recognized Sports
12. Weight/Heights of Members of Athletic Teams
13. Most Recently Attended Educational Institution
14. Major Field of Study
15. Academic Level
16. Residency Status
17. Photographs

All other information may not be released without the written consent of the student. Grades, Social Security Numbers, Ethnic Backgrounds and Student Schedules may not be released to anyone other than the student – and NEVER over the phone.

PLEASE NOTE: Students are given the opportunity to restrict Directory Information each year. If the student restricts the release of Directory Information, a notation of “FP” is placed on the Directory Information Screen on the student record and no information can be released on that student without further written permission of the student. Appropriate faculty/staff response: *“There is no information available on that person.”*

For more information, see the following:

- Harper College Student Handbook and College Catalog
- <https://www.harpercollege.edu/about/consumerinfo/ferpa.php>

Any questions concerning FERPA may be referred to the Office of the Registrar.

PRIVACY AND CONFIDENTIALITY UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT of 1996 (HIPAA)

According to the US Department of Health and Human Services:

HIPAA is a broad law dealing with a variety of issues. The aspect of this law that will affect you most as a Radiologic Technology student is that patients have a right to privacy and confidentiality. The HIPAA Privacy Rule for the first time creates national standards to protect individuals' medical records and other personal health information.

- It gives patients more control over their health information.
- It sets boundaries on the use and release of health records.
- It establishes appropriate safeguards that health care providers and others must achieve to protect the privacy of health information.
- It holds violators accountable, with civil and criminal penalties that can be imposed if they violate patients' privacy rights.
- And it strikes a balance when public responsibility supports disclosure of some forms of data – for example, to protect public health.

For patients – it means being able to make informed choices when seeking care and reimbursement for care based on how personal health information may be used.

- It enables patients to find out how their information may be used, and about certain disclosures of their information that have been made.
- It generally limits release of information to the minimum reasonably needed for the purpose of the disclosure.
- It generally gives patients the right to examine and obtain a copy of their own health records and request corrections.
- It empowers individuals to control certain uses and disclosures of their health information.

Validation of **HIPAA compliance, is included in the Regulatory Modules, completed annually.**

PART-TIME WORK POLICY

Students enrolled in Harper's Radiologic Technology Program, after completing RAD 101, are considered as "full time"; therefore, it is recommended that students **should not be employed for more than 20 hours per week**. Clinical rotations and laboratory section assignments will not be adapted to accommodate a student's work or personal schedule. Students are expected to use good judgment in selecting working hours. Excessive work demands may jeopardize personal health, the ability to succeed in the Radiologic Technology Curriculum, and the opportunity for involvement in the other College activities.

RECORDING POLICY

Students may record lectures only with the specific permission of the Radiologic Technology instructor obtained prior to each class period. The instructor will determine whether lecture material is suitable for recording. Due to copyright laws, commercially prepared recordings must not be reproduced.

VISITOR POLICY

Visitors are not allowed in the Radiologic Technology classes or Lab without specific permission of the instructor. Children are not allowed in classes (class) or Lab at any time.

TRANSPORTATION POLICY

Transportation to and from Harper College and cooperating clinical agencies must be the individual student's responsibility.

OVERDUE ASSIGNMENT POLICY*

Assignments must be completed and turned in at the beginning of the class period (unless otherwise specified) on the due date, otherwise the assignment will be considered one day late.

If an assignment is turned in one (1) day late you will receive 90% of the grade you would have received if the assignment was turned in on time

Two (2) days late, 80% of the grade

Three (3) days late, 70% of the grade

After three (3) days – 0 points.

*Some assignments may not be accepted “Late” as per the discretion of the instructor.

NON-DISCRIMINATORY PRACTICE

Harper College provides equal opportunity in education and prohibits discrimination against any individual on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, physical or mental disability or unfavorable discharge from military service. Harper College Radiologic Technology Program provides equitable learning opportunities for all students regardless of gender. All students are given equal opportunity to rotate throughout selected medical imaging modalities at assigned clinical affiliates.

GRADUATION REQUIREMENTS

All certificate and graduation requirements can be found on the Harper College Website. PLEASE review these requirements early in the program. It is your responsibility to be certain you have met, or will have met, all requirements before completion of the program. If you have attended other college(s) and have transferred courses to Harper College, **it is your responsibility to request that Harper's Admissions Office do a transcript evaluation of all past transcripts.** The equivalent courses need to match exactly with required courses in the Radiologic Technology Program. If you are not certain if transfer courses have been accepted by the Radiologic Technology Program, please see your Academic Advisor, as soon as possible.

ATTENDANCE POLICY

I. Radiologic Technology Classes on Campus

Due to the concentrated curriculum in the Radiologic Technology Program and the essential nature of every contact hour, class and lab attendance is required. The faculty will present updated material, which may vary from the text. Repeated absences and tardiness will be subject to progressive disciplinary action, up to and including discharge from the program.

- II. **Clinical Setting**
Students are expected to provide care for all clients. Students are also expected to be present and on time for all clinical experiences. All clinical absences must be made up. The full-time faculty will discuss any exceptions to this policy.
- III. **Attendance is required for all scheduled campus labs.**
- RAD103, RAD106, and RAD 228 Lab: **absence from lab will result in a grade of “0” for the corresponding lab assignment. There is no make-up for the lab assignment.**
 - RAD102, RAD105, and RAD221 Lab: **absence from lab will result in an automatic 10% off corresponding lab assignment (scenarios, radiographic image critique, and/or lab exam).**
- IV. **Procedure for Notification of Clinical Absences or Late Arrival**
- The clinical instructor and Radiologic Technology Clinical Coordinator should be notified as soon as possible of an absence and/or late arrival.
 - If the clinical instructor is not notified the day before an absence, the clinical setting must be notified on the day of absence, according to the policy for the clinical setting to which the student is assigned. Discuss specific call-in procedures with your clinical instructor.
- If you are unavoidably delayed, call, utilizing the procedure in this paragraph. When notifying the clinical setting, the student must identify themselves by name and clearly indicate the clinical unit to which they are assigned. It is important that notification be made as soon as possible since planning for other students' experience, as well as for the staff's responsibilities, is affected by absences. Please obtain the name of the individual to whom the absence is reported.

PHONE CALLS DURING CLINICAL EXPERIENCE OR CLASS

Cell phones should be turned off during exams, class, lab and clinical. **Cell phone use during clinical time is subject to disciplinary action.**

The hospitals will not process personal incoming calls for students. Incoming calls of a personal nature will not be permitted at the clinical sites. In case of emergency (only), calls can be directed to the clinical site.

CLINICAL ATTENDANCE POLICY

Absences from clinical days will affect the final course grade as described in each clinical course syllabus, RAD107, RAD108, RAD225, RAD240, and RAD251.

The student will be allowed one (1) excused absence for bereavement of immediate family member only (grandparent, sibling, child, or parent) during **RAD 107, RAD108, RAD225, RAD240, and RAD251** without grade penalty. A deduction of five (5)

percentage points will be made from the student's final grade for each absence in excess of one unless the absence or absence pattern is considered justifiable by the education supervisor and/or college faculty. Any absences must be made up. **Make up time must be scheduled through the clinical instructor and the clinical coordinator. Any make up time that is cancelled by the student at the last minute (interpretation at the discretion of the CI) is also subject to the grade deduction policy for unexcused absences.** The student may need to provide a physician's note regarding absences and/or in other instances, documentation in support of his/her claims of justifiable absences(s).

Students are responsible for course competency completion. Students may not be in clinic and class in combination for over 40 hours per week, and no longer than 10 hours per day in clinical.

Three (3) late arrivals in excess of five minutes will constitute an absence for the purpose of grade determination. **FAILURE TO NOTIFY THE EDUCATION SITE OR SUPERVISOR BY PHONE PRIOR TO ANY ABSENCE WILL RESULT IN A FIVE POINT DEDUCTION FROM THE FINAL GRADE.**

Clinical Site Lunch Policy

Each student shall be allowed *a 30-minute lunch break* during an 8 1/2-hour clinical day. This applies to all clinical sites. If a student exceeds that time allotment, the student must make-up the additional time.

Off Hour Rotations (PMs and Weekend Rotations)

Each student will be required to rotate a minimum of eight (8) weekend day shifts.

- Summer first year 4 or 5 days = 40 hours, RAD 225*
- Spring second year 3 days = 24 hours, RAD 251

Each student will be required to rotate a minimum of forty-eight (48)* hours of PM rotations during RAD 251.

*The days and hours will vary based on if a student is required to complete four ten-hour days or five eight-hour days.

Ancillary Rotations During RAD 251

- Two-day rotation: MRI and CT
- One day rotation: Nuclear Medicine, Cardiac Cath, Interventional Radiology, Radiation Therapy, Diagnostic Medical Sonography, Mammography (females only)
- If clinical requirements are completed, a student may request to spend additional time in an ancillary rotation if the clinical instructor and clinical coordinator approve.

CLINICAL PRACTICE SETTING PREREQUISITE REQUIREMENTS

- **CPR POLICY**

All Radiologic Technology students must have successfully completed an American Heart Association Healthcare Provider CPR course; online option is not permitted. Students must

renew their card by completing a recertification course if the certification expires before completion of the program. Validation of current CPR certification must be uploaded to the Complio Site by **August 1st**. You will be unable to attend clinical training without this verification and any days missed will be subject to the unexcused absence policy.

- **REGULATORY/HEALTH CARE MODULES**

Regulatory modules are an online educational program designed to educate the health care professional. You must have internet access, to access Blackboard. Prior to entering the clinical portion of your education, you must complete the modules below with a passing grade of 80%. The modules are a course requirement of RAD 101 Introduction to Radiologic Technology and will need to be repeated prior to entering the fall semester of the second year of the program.

Complio Healthcare Courses

1. Back Care/Ergonomics
2. Electrical Safety in Healthcare
3. Fire Safety and Emergency Evacuation
4. Hand Hygiene
5. Hazard Communication for Healthcare
6. Infection Control for Healthcare Professionals
7. Patient Rights
8. Personal Protective Equipment for Healthcare Workers
9. Preventing Workplace Violence in Healthcare Settings
10. Preventing Sexual Harassment for Employees
11. TB Protection for Healthcare Workers
12. Bloodborne Pathogens for Healthcare Workers
13. HIPAA Privacy & Security for Students
14. Medicare Compliance: Fraud and Abuse
15. Active Shooter Response
16. Preventing Harassment and Discrimination for Employees
17. HIPAA Privacy & Security Awareness
18. Ethics in the Workplace
19. Diversity and Inclusion in the Workplace
20. Violence in the Workplace

When all 20 courses are complete click on **Completed courses** and print list for your instructor and upload another copy onto your Complio Account.

STUDENT HEALTH REQUIREMENTS

Procedures for Health Clearance for Radiologic Technology Program

General Information:

DEADLINE FOR HEALTH CLEARANCE: August 1

Complio manages health clearance for students in Health Careers clinical programs. It is the student's responsibility to verify with COMPLIO that all the requirements have been fulfilled and that the health clearance has been issued.

Requirements and Steps to Follow to Obtain Health Clearance: **Students may complete all of the following health requirements either with their own doctor or through Northwest Community Healthcare Care Center at Harper College: [Northwest Community Healthcare Outpatient Care Center at Harper College](#). If having titers drawn at private physician, make sure they draw IgG titers for MMR, Varicella and Hepatitis B.

1. **Provide verification of mandatory health insurance coverage.** Insurance coverage must be in effect for the *entire* duration of time in which you are scheduled for clinical experience. **Note: insurance cards are accepted as proof of insurance.** Insurance documentation must have the name of your insurance company, *your name*, and a current date. You may obtain this in one of the following ways:
 - Go to your insurance company's website and print page with name on it, **OR**
 - Obtain letter on letterhead from employer verifying insurance, **OR**
 - Obtain letter on letterhead from insurance company.

2. **Complete the 2-step Tuberculin Skin test (TB Test)**

This process involves placement of TB test and subsequent reading of that test 48 to 72 hours later twice in late fall.

- a. In late fall (no sooner than 90 days prior to the start of clinical rotations), complete the placement of the 2-step TB test. You *must* return for each, 48 to 72 hours after your TB is administered, to have your TB test read. **The test must be read in mm of induration.** A negative test must be documented as "0 mm". You will need to pay for this in advance. The cost is \$15.00. **If you do not return for reading, you must repeat the test and pay again.**
OR
- b. Have your health care provider document TB test exactly as directed above. TB tests cannot be self-read. ****Students with a history of positive TB skin test(s) should consult with an NCH nurse before proceeding with any testing.**

3. **Ensure positive Hep B, Measles, Mumps, Rubella antibody titer- vaccination requirements**

- a. Have titers drawn at NCH at Harper College. You will need to pay for this at the time of appointment.
- b. **NOTE: Students who do not demonstrate immunity to Hepatitis B, MMR or Varicella will be required to begin the vaccination series to receive their health clearance.**

4. **Annual Flu Immunization for the current year** required by October 15.

5. **Complete TDaP (diphtheria, tetanus, and pertussis) vaccination requirement**
 1. Proof of TDap should be uploaded to Complio.
 2. TDap is required every 10 years.
 3. The vaccination can be provided by NCH at Harper College. You will need to pay for this at the time of the appointment. **Or** have your health care provider document TDap.
6. **Complete CPR Healthcare provider requirement**
7. **Complete a urine drug screen.**
8. **Complete the Covid Vaccine.**

Requirement Statement

The health requirements are mandated by clinical agencies. The Radiologic Technology Program abides by affiliating clinical agencies' regulations for health requirements, which must be completed before a student may attend clinical rotations.

- First year students starting clinical rotations in the spring semester must have completed their health requirements by **August 1** or they will relinquish their seat in the program.
- Second year students who have not updated their health requirements by **August 15** will relinquish their seat in the program.

Health requirements include:

1. Physical Exam
2. Mumps, Rubella, Rubeola and Varicella IgG titers
3. Documentation addressing Hepatitis B immunization.
4. Tuberculin Skin Testing (TST)
5. Health Insurance Verification (Students are responsible for maintaining continuous health insurance while in the Radiologic Technology Program.)
6. Flu Vaccine, must be completed annually, by October 15
7. Tdap (diphtheria, tetanus, and pertussis) vaccination (every ten years)
8. Covid Vaccine is strongly recommended.
9. Criminal Background Check
10. Urine Drug Screen must be completed prior to beginning RAD 101
11. CPR, American Heart Association
12. Criminal Background Check
13. Covid Vaccine

CLINICAL OBLIGATIONS*

The following are health requirements costs:

- Criminal background check, \$30
- Health physical, \$25
- AHA Healthcare Provider CPR, \$25-100
- Titers (blood work), \$81.00

- Mumps, \$20
 - Rubella, \$14
 - Varicella, \$15
 - Rubeola, \$15
- Hep B, \$15
- TB tests, \$15-30
 - 1-step, \$15
- QuantiFERON blood test \$70
- Flu Vaccine, \$28
- Tdap, \$60
- Uniforms, \$30-60 each
- Rad Tech Patch, \$10
- Covid Vaccine, varies
- Trajecs Online Clinical Reporting System, \$150.00
- Merrill's Clinical Positioning Handbook, \$65 (new)
- Complio Online Health Records, 4-year subscription, \$35.00
 - Drug Screen, \$39.00
 - OSHA/HIPAA \$35.00

*Approximate costs

DRUG SCREENING

Requirement Statement:

As health care professionals, radiologic technology faculty and radiologic technology students are expected to demonstrate healthy lifestyle choices to peers, professional colleagues, and patients. Use of alcohol or illegal drugs, or misuse of prescription drugs, are strictly prohibited in the classroom, clinical or laboratory setting.

Procedure:

A. Admission Drug Screening

1. All newly admitted students are required to submit to drug screening as a condition of enrollment in the Radiologic Technology Program prior to RAD 101 beginning.
2. Students are notified of the drug screening requirement prior to admission to the program. The screening time will be randomly scheduled.
3. Students must pay for the drug screening at the time of the testing on Complio. Private health insurance will not pay for this testing.
4. Results of the screening will be emailed to the Radiologic Technology Program Coordinator, Health Careers Division. If a student provides a sample that is inconclusive, an additional test must be performed on that sample at an additional cost to the student.
5. Only students receiving negative drug screens may remain enrolled in radiologic technology courses.
6. A student, who tests positive in an Admission Drug Screening conducted under this Procedure for drugs that are illegal substances (Federal standards

of illegal substances), or are non-prescribed substances that require a prescription for lawful use, or are deemed unsafe for the clinical setting:

- will be removed from radiologic technology courses and may be dismissed from the Radiologic Technology Program.
 - Such removal or dismissal is subject to additional testing of the original sample at the student's request and expense.
 - The student may pursue an academic appeal as set forth in Harper College's Student Code of Conduct and Dispute Resolution Procedures.
 - If a student challenges the results of the screening, only the original sample will be tested. The student is responsible for the cost of the retest.
7. Students failing to complete the drug screening during the date and time required in the initial notification will be withdrawn from all radiologic technology courses due to failure to meet the drug screening requirement.
 8. Marijuana Policy:
 - The radiologic technology program follows the Federal law related to marijuana use. There is zero tolerance for marijuana use.
 - Students who have a positive marijuana drug test will be dismissed from the program.
 - The radiologic technology program and clinical affiliates reserve the right for randomized drug testing.
 - Be aware that the use of substances such as cannabidiol (CBD) may cause a urine drug screen result to be positive for marijuana.

B. Random Drug Screen

1. The use of any mind-altering substance during class, lab, or clinical is prohibited.
2. A health care agency or Radiologic Technology Program Coordinator may request a student to submit a random urine drug screen at any time.
3. If a random drug screen is requested while the student is attending lab or class, the student will report immediately to Northwest Community Outpatient Care Center located on Harper College's campus in Palatine, Illinois.
4. If the drug screen has been requested due to the student behaving in a manner that is consistent with the influence of mind-altering substances, the student may be required to report to the contracted agency for drug testing.
5. Students must pay for the drug screening.
6. If the drug screen is a positive result, the Radiologic Technology Program Coordinator will withdraw the student from all radiologic technology courses.
7. If a student refuses the random drug testing, the instructor will remove the student from the clinical, classroom, or laboratory setting pending an investigation.
8. A student's failure to comply with any aspect of the Random Drug Screening Requirements will result in the student's withdrawal from the Radiologic Technology Program without the option for readmission.

C. Readmission Following a Positive Drug Screening

1. Students who are withdrawn from radiologic technology courses for reasons related to a positive drug screen must submit a letter to the Radiologic Technology Coordinator requesting readmission to the Radiologic Technology Program.
2. Applicants must include documentation from a professional specializing in addiction behaviors indicating the status of recovery and/or documented rehabilitation related to the substances used or abused. Documentation must include a statement by a professional specializing in addiction behaviors that the applicant will be able to function effectively and provide safe, therapeutic care for the patients in the clinical setting.
3. If readmitted, the student will be subject to random drug screening and/or to 'for cause' drug screening at the student's expense for the duration of his or her studies in the Radiologic Technology Program.
4. If the student has positive results on a drug screening after readmission to the Radiologic Technology Program, the student will be dismissed from the Radiologic Technology Program with no option for readmission to the program.

STUDENT CODE OF CONDUCT AND DISPUTE RESOLUTION PROCEDURES

- Student Rights
- Student Academic Complaints (Grade Disputes)
- Student Non-Academic Complaints

If a Radiologic Technology student has a complaint regarding any of the above, then the student should refer to the **Harper College Catalog & Student Handbook**. A copy of the handbook is available in the Radiologic Technology Program Coordinator's office and can be downloaded from the Harper College Website <https://catalog.harpercollege.edu/student-handbook/policies-procedures/academic-student/student-code-conduct-resolution-procedures/>

ENERGIZED X-RAY LABORATORY POLICIES AND PROCEDURES

INTRODUCTION:

The energized lab will be utilized for the laboratory components in all three positioning courses (RAD102, RAD105, and RAD221), the first two principles courses (RAD103 and RAD106), and Digital Radiography RAD 228. The energized lab will also be used to evaluate proficiency for the procedures' courses. Practical problem-solving experience, including the use of critical thinking, is reinforced during the completion of the weekly principles' experiments. Any "live" exposures made during the completion of laboratory assignments must be made under the direct supervision of a member of the Radiologic Technology program faculty or imaging laboratory assistant. Only inanimate objects can be used during radiographic exposures required to explore didactic theory. Laboratory activities will allow students to operate the equipment and make radiographic exposures for the sole purpose of exploring didactic theories and radiographic positioning presented in the above listed courses.

- **RADIATION SAFETY IN THE LABORATORY**

1. Under NO circumstances is a student permitted to expose a fellow student, family member, member of the public or any other living entity to ionizing radiation using the radiographic equipment owned by Harper College. A student caught doing so will be immediately suspended from the Radiologic Technology program pending a disciplinary hearing, with the possibility of dismissal from the program.
2. Each student is responsible for practicing appropriate radiation safety practices. This includes:
 - a. Making radiographic exposures only under the direct supervision of program faculty, or medical imaging lab tutors.
 - b. Assuring that the laboratory room door is closed PRIOR to making radiographic exposures.
 - c. Utilizing proper radiation beam restriction (collimation) techniques.
 - d. Assuring that all room occupants are fully shielded behind the control booth barrier and the door is fully closed prior to making radiographic exposures.
 - e. Making “sensible” exposure technique selections PRIOR to making every radiographic exposure, reducing the need for repeat exposures, and minimizing unnecessary equipment wear.
 - f. Wearing a dosimeter when taking radiographic exposures.
 - g. Assuring x-ray exposures will be made only for reasons consistent with a class assignment. Assignments will be limited to the number of radiographic images necessary to fulfill the educational objectives.

- **ENERGIZED LABORATORY POLICIES**

1. Proper radiation safety techniques must be practiced at all times.
2. Experiments involving x-ray exposures which have not been pre-approved by program faculty are not permitted under any circumstances.
3. The radiographic equipment and processor (including water supply) shall be turned ON in proper sequence. The radiographic equipment shall be properly “warmed up” as directed by a college faculty member and/or radiographic equipment manufacturer.
4. When processing films in the darkroom, always remember to check that the film bin door has been closed PRIOR to opening the darkroom door and/or turning on the overhead “white lights”.
5. Always refill radiographic cassettes after film processing unless directed otherwise
6. **Do not** attempt to resolve any problems with the radiographic film processor or radiographic equipment. Report any equipment problems to program faculty

7. There will be no eating or drinking in the lab or darkroom.
8. Upon completion of any laboratory activities, the x-ray emitting equipment and the processor (including water supply) will be shut down in proper sequence. The x-ray machine will be turned off. All supplies and equipment shall be returned to their proper places.
9. Students are encouraged to utilize laboratory equipment outside of scheduled laboratory sessions but must receive approval from a program faculty to do so.
10. Do not remove anything from the imaging lab without permission from the faculty. All equipment must be signed out to the student by a faculty member. The equipment must also be signed in by a faculty member.
11. During positioning lab sessions, students will be in physical contact with one another. All students must behave in a professional manner during all laboratory sessions. Unprofessional behavior will result in disciplinary action up to or including dismissal from the program.
12. The door to the energized room shall remain locked except during scheduled utilization.
13. Put all accessories, positioning aids, linens, etc. away in their proper place when you have finished utilizing them. Do not fold or wrinkle the lead aprons! Hang them on hangars or place them flat.
14. **Violations of rules and procedures, or unauthorized use of laboratory facilities will result in disciplinary action up to or including professional violations or dismissal from the program.**

GENERAL MEDICAL IMAGING LABORATORY POLICIES

- **Uniform Lab Policy**
 - To ensure infection control safety in the Medical Imaging Lab, students are required to wear **black scrubs**, gloves and masks during each lab course and practice lab. Students may not attend theory, lab courses, or practice lab in navy blue scrubs or work uniforms or scrubs unless specified. If you attend theory, lab courses, or practice lab in school (navy blue scrubs) or work uniforms or scrubs you will receive a professional skills violation, required to leave the College and receive the appropriate lab absence penalty.
- Imaging practice will only take place in laboratory classes with instructor supervision or during posted open lab hours when the lab assistant or medical imaging tutors is present.
- **No food or drink allowed in imaging rooms.**

- Snacks and fluids in closed containers are allowed in the lecture area. In consideration of others, *please clean up after yourself*.
- The student may not smoke on days that they will be practicing. *Those smelling like smoke will be asked to leave which will negatively impact lab performance and grades.* The absence and late assignment policy will be administered. Harper College and the Health Career Medical Imaging Lab facilities are smoke free. Students who are caught smoking on the Harper Campus are subject to a professional skills violation.
- Use lab supplies carefully, and refrain from being wasteful. Report any need for imaging supplies to a lab assistant, student aide supervisor, or your instructor.
- Report any problems with equipment, or incidents with others, to Medical Imaging Assistant, Medical Imaging Tutors, or your instructor.
- It is the student's responsibility to clean and secure imaging areas before departure which includes cleaning equipment properly, powering down the equipment, and securing cords to protect them from damage.
- It is the student's responsibility to straighten lecture or study areas before departure which includes returning furniture to original location, putting away any equipment used, discarding any waste in trash containers, wiping up any spills.
- Follow established rules for open lab sign up.
- Be courteous and respectful to fellow students, faculty, staff, and visitors. **There is absolutely no use of profanity while in any area of the lab. Cell phones are prohibited in the lab and are to be used in the hallway outside the lab.** When lecture area is being utilized consider the lab a **"Quiet Zone"** by limiting conversation, talking softly, moving in and out of back door, and by not interrupting the instructor or class for any reason. This also applies if fellow students are studying.
- Identify all textbooks and personal items with your name and keep valuables with you.
- Children are not allowed in the lab without instructor permission.
- Transitions in and out of the imaging rooms need to be timely. Please arrive **5 minutes** early for your scheduled time.
- Failure to follow posted laboratory rules can result in loss of laboratory privileges, professional skills violations and subsequent failure of lab coursework.

RADIATION MONITORING POLICY

Each student that is scheduled at a clinical site will be required to wear a radiation monitoring device. Radiation monitoring devices are provided by the Harper College Radiologic Technology Program. Radiation monitoring devices should be left at the assigned clinical site at all times, except when required for exchange at the college each quarter. If a radiation monitoring device is not available, the student will be asked to leave the clinical area and an absence will be documented for that day. Lost radiation or damaged dosimeter (washed, etc.) monitoring devices will result in a professional violation. Students caught purposefully tampering with radiation monitoring devices will be subject to severe disciplinary action, up to and including dismissal from the Harper College Radiologic Technology Program.

RECOMMENDED RADIATION DOSE LIMITS

NCRP report #116 has established maximum annual dose limits for Education and Training Exposures (Annual). In compliance with the ALARA (as low as reasonably achievable) principles, the program recommends the maximum annual dose limit for radiography students be 1 mSv (100 mRem) or a quarterly limit of .25 mSv (25 mRem). Should a currently enrolled radiography student's dosimeter reading exceed either of the programs recommended limits, the NCRP report will take precedence, however the following program guidelines will be employed:

The Harper College Radiologic Technology Program Faculty will:

- Counsel with student and discuss the level of overexposure.
- Review students' clinical/lab assignment to determine possible cause of excessive exposure and reassign student if necessary.

Radiation Dosimetry Policies

Contact person – The designated Radiation Safety Officer for the Harper College Radiologic Technology Program is Mary Hood, M.S. R.T (R)(CT). Her office phone number is 847-925-6965, E-mail is mhood@harpercollege.edu and office is X135.

The Radiologic Technology Program and its clinical affiliates operate under the ALARA (as low as reasonably achievable) radiation protection concept and guidelines. The ALARA principle protects patients, radiation workers, and others from excessive or unnecessary exposure to ionizing radiation.

To help ensure that all student radiologic technologists are learning in a safe working environment, the amount of radiation received is monitored. **Students are prohibited from holding patients during radiation exposures.** A radiation dosimeter will be issued for each student. Students are responsible for the safety and security of their dosimeter; and must exercise care to prevent loss of or damage to radiation dosimeter. Lost / destroyed dosimeters must be reported to the Clinical Coordinator immediately. **Any student found to be tampering with another student's dosimeter will be subject to severe disciplinary measures up to and including dismissal from the program.**

It is the responsibility of each student to wear the assigned badge whenever he/she/they is in the clinical area. Failure to wear the dosimeter will result in progressive disciplinary measures up to and including dismissal from the program. The badge is to be worn on the collar. **If wearing a lead apron, the student should wear the dosimeter outside of the apron on the collar.** The badge holder must face forward to obtain an accurate radiation measurement. **Dosimeters must be left at the clinical site at the end of each day.** When the student rotates to another clinical site, it is the student's responsibility to take his/her/they current dosimeter. When a student leaves or completes the program, they are responsible for the return of their dosimeter.

- **Student Radiation Exposure Reports**

Radiation exposure reports are reviewed by the Program faculty and the students are required to review and initial the reading each quarter. This is to be completed within two weeks of receipt of the dosimetry report during regularly scheduled class times with the Radiation Safety Officer or other full-time faculty. (Semester 1 – no reading yet. Semester 2 - RAD 103 lab session, Semester 3 – RAD 105 Procedures 2, Semester 4- RAD 225 Clinical Practicum III, Semester 5 – RAD 228 Digital Imaging or RAD 238 Sectional Anatomy.) The exception to this will be the final quarterly reading as the student will have graduated prior to the badge report being available.

The review is conducted to identify:

1. Dosimeter readings that exceed the allowable limit
2. Persistently high radiation readings that are within allowed limits
3. Inconsistencies with dosimeters readings

Students are encouraged to request a final dose report after graduation. The request may be made in writing to the Radiation Safety Officer.

The dosimetry reports reflecting radiation levels for each student are kept on file in the Clinical Coordinator's office.

- **Student Dose Limit Protocol**

Radiation exposure reports are reviewed by the Program faculty and unusual exposure levels or developing trends are discussed with the Clinical Instructor of the affected student(s) to determine if a cause/source can be determined. If a student's level exceeds 1 mSv or 100mR per quarter as documented on the radiation monitoring report, the student is informed of the increased exposure level and a meeting is held between the Clinical Coordinator and the student to see if a cause can be determined and to review radiation safety. The clinical instructor of the affected student(s) will also be contacted and be informed of the elevated reading. Carelessness with radiation protection practices will not be tolerated and repeated offenses subject the student to sanctions up to and including dismissal from the Program.

- **Dosimeter Submission:** The dosimeter must be submitted for processing quarterly. **If a student fails to submit the dosimeter by the date requested, a grade penalty for the**

clinical course may apply. Any student losing or destroying their dosimeter must contact the Radiation Safety Officer or the Radiologic Technology Program Coordinator immediately. All monitoring devices will be submitted to Radiation Detection Company for quarterly dosage readings.

CLINICAL UNIFORM POLICY

Professional appearance includes dress appropriate for the Radiologic Technology situation. Students are required to adhere to the program's uniform dress code during clinical experiences. **All students must wear official Harper College Radiologic Technology Identification badge at all times during clinical assignments.**

Students will follow the uniform policy of Harper College and the assigned department. Notification of the exact departmental requirement will be given during clinical orientation. Failure to follow these policies will result in the student being sent home and making up the day at a later time.

- Appropriate hygiene should be adhered to, as well as clean and pressed clothing. No scented body products are to be used. Please be aware that consuming certain foods before and during clinical assignments can cause odors that patients may find offensive.
- Navy blue scrub pants (no flare bottoms) and top. Neutral-colored short or long sleeve shirts may be worn under the navy-blue scrub top with the Harper College Radiologic Technology Patch permanently attached.
- White or navy lab coats with the Harper College Radiologic Technology Patch permanently attached may be worn.
- Clean, white appropriate footwear, Clogs and open heel shoes are not acceptable (no straps).
- A neat hairstyle and proper grooming are to be expected. Individuals with long hair are required to style it so that it always remains behind the shoulders.
- The wearing of jewelry should be limited to the following:
 - one ring (or set) per hand, other rings are to be attached under the uniform while giving client care; rings are generally discouraged because of potential loss, theft, potential injury to self or client, and as a source of microorganisms.
 - earrings, if worn; only one (1) pair of non-dangling style is acceptable. Visible body jewelry other than noted above is not allowed while on clinical assignment. This includes, but is not limited to, nose, eyebrow, lip, tongue, and chin jewelry.
- Facial hair must be kept neat, trimmed, and clean at all times.
- Moderate make-up may be worn.
- Tattoos must be covered.
- Fingernails are to be clean, neatly filed, fingertip length. Sculptured nails are not permitted in clinical settings, as per TJC infection control policy. Nail polish is discouraged, but if worn, it must be in good condition, free of chips and preferably clear or muted in color. If assigned to surgery, the TJC mandates, that no nail polish can be worn.
- Chest hair, midriff, cleavage, or buttocks shall not be exposed.

* Please note – this listing is to serve as a guide. The clinical instructor may use his/her discretion to address concerns regarding professionalism and appearance.

PATIENT AND IMAGE RECEPTOR (IR) HOLDING POLICY

Under no circumstance are students allowed to hold patients or IRs during x-ray exposure (including fluoroscopy). The student may assist the patient by handing them materials such as a barium cup or placing a pillow but may not physically hold the patient in position. Ideally, a family member or other staff member should hold the patient if necessary. If, during the performance of a competency exam, the patient or the IR must be held, the student should direct another technologist, staff member or family member on what actions need to be taken to assist the patient.

CLINICAL SUPERVISION (Direct versus Indirect Supervision)

1. Direct Supervision: student supervision by a qualified practitioner, who reviews the procedure in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge, is present during the procedure, and reviews and approves the procedure. A qualified radiographer is present during student performance of a repeat of any unsatisfactory radiograph. **All portable examinations including surgical, and c-arm require the student to be accompanied by a registered radiographer.**
 2. Indirect Supervision: for radiography, that supervision provided by a qualified practitioner immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.
 3. Spot observation of student skill performance at any time during the procedure, as when safe performance can be expected without continuous observation.
 4. Student skill performance with indirect supervision, to be carried out when the student's ability to do so safely is a reasonable expectation applied to all students. The specific method of supervision used at any time is determined by the instructor with consideration of the following variables:
 - Assured safety for the client.
 - Previously observed safe performance of a skill in the simulated Lab and/or clinical area.
 - Needs for varying degrees of continued observation per strengths and weaknesses identified by both the instructor and the student.
1. The clinical syllabi for RAD 107, RAD 108, RAD 225, RAD 240 and RAD 251 are made available to each student electronically through Blackboard. The RAD 107 syllabus is reviewed during Clinical orientation prior to the beginning of the first clinical course. RAD 108, RAD 225, RAD 240 and RAD 251 syllabi are reviewed at the beginning of each clinical course by the clinical coordinator. Students are also held responsible for

making sure that the supervision requirements are met. If they are caught out of compliance, the penalty for 1st offense is suspension, and 2nd offense will result in dismissal from Radiologic Technology Program.

Harper College Radiologic Technology Program
Staff Technologist Policy Information and Sign Off Sheet

Supervision:

- 1) The student supervision ratio is always one student to one registered technologist.
- 2) All repeated radiographs must “directly*” supervised by a registered technologist.
- 3) Any radiographs performed by a student must be directly supervised by a registered technologist if the student has not successfully completed a competency for that examination.
- 4) All **portable and surgical examinations must be “directly*” supervised by a registered technologist.**
- 5) All examinations performed by a student that are not “directly*” supervised must be “indirectly supervised**” by a registered technologist. (This is the minimum level of supervision at all times.)

* **Direct supervision** – (definition found on the JRCERT web site JRCERT.org) Direct supervision assures patient safety and proper educational practices. The JRCERT defines direct supervision as student supervision by a qualified radiographer who:

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

Students must be directly supervised until competency is achieved.

****Indirect Supervision** - The JRCERT defines indirect supervision as supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. “Immediately available” is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. **This is the minimum level of supervision at all times.**

By signing this sheet, I agree that I understand and will abide by the above policies for all Harper College Radiologic Technology students at all times.

Harper College Radiologic Technology Program
Staff Technologist Policy Information and Sign Off Sheet

Signature	Name (printed)	Date

Mammography Rotation Policy

Harper College Radiologic Technology revised its policy, effective **August 22, 2022**, regarding the placement of students in clinical mammography rotations to observe and/or perform breast imaging. Under the revised policy students may request the opportunity to participate in clinical mammography rotations. The program will make every effort to place students in a clinical mammography rotation if requested; however, the program is not able to override clinical setting policies that restrict clinical experiences in mammography to students. Students are advised that placement in a mammography rotation is not guaranteed and is at the discretion of a clinical setting. The change in the program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student clinical mammography rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 and October 2021 meetings.

MRI Safety Screening

The JRCERT requires "radiologic technology programs establish an MRI safety screening protocol for students having access to the MR environment. This ensures that students are appropriately screened for magnetic wave or radiofrequency hazards" (JRCERT.Org). Students are introduced to MRI safety procedures during Clinical Orientation before beginning clinical rotations. Upon completion of Clinical Orientation each student will complete the screening form (see next page), and then a copy will be placed in their file. Each clinical site will review their MRI Screening policy with the students upon beginning clinical rotations. More advanced MRI safety compliance will be covered during RAD 239 Special Procedures.

STUDENT MRI SCREENING FORM

Student Name _____ Clinical Site _____



WARNING: Certain implants, devices, or objects may be hazardous to you and others in the MRI scan room. **DO NOT ENTER** the room until you have checked in with the MRI Technologist, filled out a safety screening form, and have removed any metal from your person.

Please indicate if you have any of the following:

Yes	No	
		Cardiac Pacemaker &/or pacing wires
		Implanted Cardioverter Defibrillator (ICD)
		Electronic Implant or device
		Neurostimulator/spinal cord stimulator
		Dentures/braces/retainer
		Tattoos or Tattoo eyeliner
		Cochlear implant or hearing aid
		Insulin or infusion pump
		Any prosthesis or implant
		Artificial or prosthetic limb
		Any metallic fragment/shrapnel/BB or other foreign body?
		Metal slivers or foreign body in the eyes
		Any possibility of pregnancy or are you now pregnant?
		Aneurysm Clip(s)

IMPORTANT INSTRUCTIONS: Remove all metallic objects before entering the MRI scan room(ZONE 4) including hearing aids, cell/Vocera phone, watches, keys, hair pins & clips, barrettes, loose jewelry, safety pins, paperclips, money clip, credit/bank cards, coins, metal pens, pocket knife, nail clipper, employee ID tag, clipboard, calculators, or any other metallic devices.

I attest the above information is correct to the best of my knowledge. I have read and understand the entire contents of this form and have had the opportunity to ask questions regarding the information on this form. I understand the importance of accuracy of information and safety of the MRI environment. Confidentiality of this form is assured.

Student Signature: _____ Date: _____

MRI Supervisor/
Clinical Instructor Signature _____ Date: _____

Student Initials: _____ Tech Wanded: _____ Date: _____

Student Initials: _____ Tech Wanded: _____ Date: _____

Student Initials: _____ Tech Wanded: _____ Date: _____

HARPER COLLEGE RAD TECH CLINICAL SITES CONTACT INFORMATION

<p><u>Advocate Good Shepherd Hospital</u> 450 Illinois Route 22, Barrington, IL 60010 Main-847.381.9600 X262224 Clinical Instructor – Azniv Movsessian Direct number: 847.620.4902 e-mail: Azniv.Movsessian@AAH.org</p> <p><u>Advocate Lutheran General Hospital</u> 1775 Dempster St. Park Ridge, IL 60068 Main-847.723.2210 Clinical Instructor-Donna Allen Direct number: 847.723.6168 e-mail: Donna.Allen@aah.org</p> <p><u>Alexian Brothers Hospital</u> 800 W. Biesterfield Rd Elk Grove Village, IL 60007 Main – 847.437.5500 Clinical Instructor – Jackie Kronforst Direct number: 847.437.5500 X3182 e-mail – Jaclyn.Kronforst@amitahealth.org</p> <p><u>Northwestern Hospital – McHenry</u> 4201 Medical Center Drive McHenry, IL 60050 Clinical Instructor – Jeanne Butler Main Hospital: 815.344.5000 Direct number: 815.759.4379 Light Room: 815.759.4045 e-mail – JButler@nm.org</p> <p><u>Evanston Hospital</u> 2650 Ridge Ave. Evanston, IL 60201</p> <p><u>Skokie Hospital</u> 9600 Gross Point Rd. Skokie, IL 60076 Clinical Instructor – Rachel Flohr Direct numbers Evanston: 847.570.1238 Skokie: 847.933.6110 e-mail: RFlohr@northshore.org</p> <p><u>Northwestern Hospital-Huntley</u> 10400 Haligus Rd.</p>	<p>Huntley, IL 60142 Clinical Instructor – Anders Grau Main Hospital: 224.654.0000 Direct number: 224.654.0790 Email - AGrau@nm.org</p> <p><u>Lurie Children’s Hospital</u> 225 E Chicago Ave. Chicago, IL 60611 Clinical Instructors – Ellen Gray & Hannah Scott Direct number: 312.227.3737 (Hannah) e-mail - ecgray@luriechildrens.org (Ellen) & hscott@luriechildrens.org (Hannah)</p> <p><u>Mt. Sinai Hospital</u> California at 15th Chicago, IL 60608 Main # 773.542.2000 Clinical Instructor – Normanda Holmes Direct number: 773-257-6502 e-mail – Normanda.holmes@sinai.org</p> <p><u>Northwest Community Hospital</u> 800 W. Central Arlington Heights, IL 60005 Main – 847.618.1000 Clinical Instructor – Jennifer Bourmas Direct number: 847.618.5793 e-mail - JBourmas@nch.org</p> <p><u>Rush University Medical Center – Chicago</u> 1653 West Congress Parkway Chicago, IL 60612-3833 Clinical Instructor –Elizabeth Dall Main- 312.942.5000 e-mail -Elizabeth_Dall@Rush.edu</p> <p><u>St. Alexius Medical Center</u> 1555 Barrington Road Hoffman Estates, IL 60194 Main-847.843.2000 Clinical Instructor – Crystal Lock Direct number: 847.755.7640 e-mail – crystal.Lock@ascension.org</p>
---	---

HARPER COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM

STEPS TO A THOROUGH EXAMINATION

1. Examine the requisition; make sure diagnosis fits the requested exam. (more below)
2. Set up the x-ray room in advance (if possible). Make sure you know the protocol. Know and set an approximate technique.
3. Get the patient. Introduce yourself. Check ID bracelet or verify name and DOB for outpatients per clinical site policy. Read physician's order (from *chart for inpatients* or from prescription for outpatients)
4. Have patient change clothes as appropriate. Remove all extraneous material from the site being imaged. Watch for snaps on gowns, move them as needed.
5. Get an accurate and thorough patient history in a private area. *
 - A. What is patient complaining of?
 - Was it a traumatic injury?
 - Where does it hurt the most?
 - How long has it hurt, or when did the injury occur?(You will learn from experience and from the technologists what type of questions to ask based on the exam that is ordered. It varies widely.)
 - B. Does the order match the complaint (oral history and what is on the order?) **If not, seek verification.**
6. Explain the procedure. (This can be very simple, such as "I am going to take 3 images of your wrist in different positions. Tell me if I am hurting you.") Other procedures may require a more in-depth explanation.
7. Make sure the patient consents to the procedure. If you explain it, and they don't refuse or have further questions, this is considered consent in most circumstances for a non-invasive procedure.
8. Close the exam room door completely.
9. As you are performing the procedure, explain what you need the patient to do. Give step by step instructions. Speak slowly and clearly. Yes, it IS your fault if the image needs repeating because your instructions were poor or not understood. Get an interpreter if necessary (this is the institution's responsibility).
10. When finished with the exam, explain to the patient what the next step in the process will be. This will vary depending on the patient's origin, i.e., ER Patient, Outpatient or Inpatient. This also may also vary per institution so check with the technologist you are working with or your C.I. **Never** give a patient your opinion of the images. Explain to them that a radiologist must interpret the images and will forward the results to their ordering physician.

* When performing a competency, it is grounds for failure if you do not: Take or verify patient history prior to making an exposure. This is a radiation safety issue. You are the last gatekeeper before applying ionizing radiation to a human being. It is not uncommon for a mistake to be made by either the ordering physician or the person inputting the order. It is your responsibility to verify that the correct order has been made. Even if the order is correct, there are adjustments that may need to be made based on the patient's history. Some of the reasons for getting the history in advance include: making sure that

the correct side has been ordered, determining if there is hardware or pathology that would require adjustment of collimation size or technical factors, making sure that the exam has not been performed elsewhere recently, determining what positions/projections may be safely performed given the patient condition. This is a professional and ethical requirement. See the ASRT Practice Standards for Radiography, Number Two, for details. This is the standard you are held to and may be used as evidence of negligence were you to be sued.

NON-SMOKING CLINICAL REQUIREMENT

Requirement Statement:

Smoking is **not** permitted prior to or during a patient care assignment. With the possible health risks of allergies, smoke odors may pose a risk to some patients' safety. Also, it is highly desirable that healthcare professionals demonstrate healthy lifestyle choices to peers, professional colleagues, and patients.

Procedure

1. Students are required to take action to eliminate smoking odors prior to clinical. It is required that students not smoke within one hour prior to, or during the patient care assignment. This includes breaks and/or lunch breaks. Other methods for reducing the odor of smoke should be identified by the student to address this requirement.
2. Evidence of the odor of smoke or smoking prior to or during clinical will result in dismissal from clinical for the assignment day with an unexcused absence penalty applied.

RADIOLOGIC TECHNOLOGY STUDENT POSITIONING MARKERS

Each student will be given a set of "R" & "L" positioning markers prior to rotations at clinical sites. If these markers are lost or stolen, the student will be responsible for replacing the markers.

Some advice to the new RAD student regarding your clinical experience...

1. Be early and ready to start on time. Be there **every** day. You will need every minute of your clinical experience.
2. Wear the appropriate uniform, clean and wrinkle-free. Inappropriate clinical attire will result in you being penalized.
3. Stay with the technologist, or in the room to which you are assigned. If you need to leave the area for any reason, tell someone so they will not be searching for you.

3. Coffee breaks are not mandatory. (Lunch is.) Do not take advantage of your breaks. You may want to work there when you graduate. Look at this as an 18-month long job interview.
5. You must be assertive (but not aggressive). Volunteer for and look for something to do if your assigned area is not busy. For example, observing a radiographic procedure in another room or area (just make sure you tell the person or area to which you are assigned where you are going).
6. Cleaning and stocking are part of what technologists (and students) do every day.
7. Do not be afraid to make a mistake or fail. If you don't make the attempt, you will never learn how to perform the exam. Jump in, do not be afraid or intimidated by a procedure. Participate in the procedure even if it is new to you. You will not learn by observation, you must participate.
8. Work independently of other students. The best way to learn how to perform a procedure is to start from the beginning and complete it to its end by yourself.
9. Ask many questions, but do it respectfully and in a positive manner, and make sure you listen to the answer/write it down, so you will not have to ask the same question again. See #14 below on how to ask about something you saw.
10. If a technologist performs a procedure using a different protocol than the protocol contained in Merrill's, don't tell them they did it wrong! Ask them to show you what they did, and why they like to do it that way. (See #9)
11. **Don't complain.** You will quickly become someone no one wants to work with. Be the student everyone wants to take with them.
12. Regardless of the various personalities you will encounter, there will be always something you can learn from them. (Perhaps what NOT to do.)
13. **Do not** put yourself in the patient's place (imagining their pain), you will pass out. Concentrate on the job at hand. Step out before you pass out. (Soooo embarrassing....)
14. Listen more (much more) than you speak. Never tell a tech *"You're doing it wrong."* They may have been trained differently or learned a better way. So...watch carefully, take notes, ask questions in a respectful way*, and figure out what works best for you. **"I noticed you did _X,Y,Z_. What do you like about this method?"*
But you do need to know it from the book when you are on campus/in class testing and your board exams.

Harper College Radiologic Technology Program Affective Evaluation Form

I. Initiative: Student's willingness to initiate and accept assignments.	
	+2 Superior: Thinks and acts constructively; looks for things to do; hard worker; nearly always productive
	+1 Above average: Consistently above average; minimal reminders; utilizes time efficiently
	0 Average: Meets minimum requirements; needs encouragement
	-1 Below Average: Puts forth little effort; frequently has to be told; does just enough to get by
	-2 Poor: Puts forth practically no effort.
II. Attendance: Does the student report to the clinical site on time with few absences or tardiness?	
	+2 Superior: Consistently prompt and reliable, no days missed or tardy
	+1 Above Average: Very prompt; reliable in attendance; 1 occurrence of absent or tardy
	0 Average: Usually present and on time; 2-3 occurrences
	-1 Below Average: Frequently late or absent; 5 or less occurrences
	-2 Poor: Consistently absent or late, with or without excuse; more than 5 occurrences
III. Personal Appearance/Hygiene: Consider cleanliness, neatness, adherence to dress code. Wears name tag and dosimeter.	
	+2 Superior: Always follows the program's dress code; is neat, clean and well groomed.
	+1 Above average: Usually well-groomed and careful about appearance, dress code is followed.
	0 Average: Satisfactory personal appearance; sometimes needs reminding of dress code.
	-1 Below Average: Occasionally untidy and careless about personal appearance or hygiene.
	-2 Poor: Frequently untidy; personal appearance or hygiene unacceptable
IV. Cooperation & Attitude: Does the student work well with others and accept instruction and constructive criticism?	
	+2 Superior: Excellent attitude and spirit of cooperation.
	+1 Above Average: Cooperative, good team worker; interacts well with staff
	0 Average: Satisfactory; does what is expected
	-1 Below Average: Sometimes accepts direction with manner showing displeasure; can be difficult to work with.
	-2 Poor: Inclined to be quarrelsome; spirit of cooperation and attitude not satisfactory
V. Judgment: Does the student demonstrate the ability to apply knowledge and skills to practical applications?	
	+2 Superior: Consistently handles difficult situations with authority and ease. Outstanding ability to learn and apply new tasks.
	+1 Above Average: Impressive in thinking things through and making good decisions.
	0 Average: Sometimes uses poor judgment in stressful situations
	-1 Below Average: Frequently uses poor judgment.
	-2 Poor: Consistently uses poor judgment in stressful situations
VI. Professional Ethics: Does the student demonstrate integrity, respect for patients and others; and conforms to HIPAA regulations.	
	+2 Superior: Conducts self in a professional manner at all times; conforms to professional standards.
	+1 Above average: Rarely exhibits behavior which could be considered unprofessional.
	0 Average: Demonstrates acceptable professional behavior.
	-1 Below Average: Sometimes exhibits unprofessional behavior i.e. negative attitude, discrimination in patient care, or careless with protected information.
	-2 Poor: Consistent negative attitude, rude, arrogant to patients and fellow technologists; discrimination in patient care exhibited, careless with protected information.

VII. Quantity of Work: Amount of work a student does in a day; offers assistance and keeps self busy.	
	+ 2 Superior: Consistently productive and does more than is required
	+ 1 Above Average: Very industrious; usually does more than is expected.
	0 Average: Volume of work satisfactory; meets minimum requirements
	- 1 Below Average: Does just enough to get by; rarely does more than is expected.
	- 2 Poor: Does not meet minimal requirements, is unlikely to complete semester requirements at this level of performance.
VIII. Dependability: Can be relied upon to work conscientiously according to instructions, follow procedures, return from breaks on time, and has the ability to meet & exceed objective requirements.	
	+ 2 Superior: Dependable, consistent top performer.
	+ 1 Above Average: Dependable, meets requirements with enthusiasm.
	0 Average: Satisfactory performance.
	- 1 Below average: Needs frequent reminders to follow standard procedure.
	- 2 Poor: Continuous enforcement necessary.
IX. Quality of Performance: Includes positioning progress, room readiness, radiation protection, patient care and organization of work.	
	+2 Superior: Consistently competent and confident; exceptionally high quality of performance in all phases of practical applications.
	+1 Above average: Is exact, precise, requires little correction, consistently above average, recognizes mistakes and takes corrective action.
	0 Average: Usually accurate; makes only average number of mistakes.
	- 1 Below average: Careless; lack confidence; makes recurrent errors.
	- 2 Poor: Makes frequent errors due to lack of confidence; demonstrates little retention, exhibits poor patient care skill and/or organizational skills.
X. Documentation: The student gathers and documents a thorough patient history, including LMP/pregnancy, allergies and kidney function if applicable.	
	+2 Superior: Consistently obtains and documents a thorough patient history. Always documents LMP/pregnancy/allergies and kidney function if applicable.
	+1 Above average: Usually obtains and documents a thorough patient history. Always documents LMP/pregnancy/allergies and kidney function per hospital policy.
	0 Average: History sometimes incomplete. Always documents LMP/pregnancy/allergies and kidney function per hospital policy.
	-1 Below Average: History/documentation commonly incomplete or undocumented. Does not consistently document LMP/pregnancy/allergies/kidney function per hospital policy.
	-2 Poor: The student routinely does not gather appropriate patient history. Often does not question or document LMP/pregnancy/allergies/kidney function per hospital policy.

Comments _____

Grading – Start with a numerical grade of 79, then adjust as follows. For each Superior add 2 points, for each Above Average add 1 point, for each Below Average subtract one point, and for each Poor, subtract 2 points. If a student receives all “Superiors” the grade is 100%.

Date _____

Grade _____

Student Name _____

Student Signature _____

Evaluator Signature _____

ARRT CLINICAL COMPETENCY TABLE & CHECKLIST (AS of January1, 2022)

Requirement: Candidates must demonstrate competence in all 36 procedures identified as mandatory (M). Procedures should be performed on patients; however, up to eight mandatory procedures may be simulated if demonstration on patients is not feasible.

- Candidates must demonstrate competence in 15 of the 34 elective (E) procedures. Candidates must select one of the 15 elective procedures from the head section. Candidates must select two of the 15 elective procedures from the fluoroscopy studies section. Elective procedures should be performed on patients; however, electives may be simulated (see previous page) if demonstration on patients is not feasible.
- Institutional protocol will determine the positions or projections used for each procedure.
- Demonstration of competence includes requisition evaluation, patient assessment, room preparation, patient management, equipment operation, technique selection, positioning skills, radiation safety, image processing, and image evaluation.
- A copy of the competency table must be carried with you at all times during clinical training.

Imaging Procedure	Mandatory or Elective	Date Completed	Patient or Simulated	Competence Verified By
Chest and Thorax				
1. Chest	M			
2. Chest AP (Wheelchair or Stretcher)	M			
3. Ribs	M			
4. Chest Lateral Decubitus	E			
5. Sternum	E			
6. Upper Airway (Soft-Tissue Neck)	E			
7. Sternoclavicular Joints	E			
Upper Extremity				
1. Thumb or Finger	M			
2. Hand	M			
3. Wrist	M			
4. Forearm	M			
5. Elbow	M			
6. Humerus	M			
7. Shoulder	M			
8. Clavicle	M			
9. Scapula	E			
10. AC Joints	E			
11. Trauma: Shoulder or humerus (Scapular Y, Transthoracic or Axillary) *	M			
* Trauma is considered a serious injury or shock to the body. Modifications may include variations in positioning, minimal movement of the body part, etc.				

Imaging Procedure	Mandatory or Elective	Date Completed	Patient or Simulated	Competence Verified By
12. Trauma: Upper Extremity Non-shoulder	M			
Lower Extremity				
1. Toe	E			
2. Foot	M			
3. Ankle	M			
4. Knee	M			
5. Tibia-Fibula	M			
6. Femur	M			
7. Patella	E			
8. Calcaneus	E			
9. Trauma: Lower Extremity*	M			
Head – Candidates must select at least one elective procedure from this section.				
1. Skull	E			
2. Facial Bones	E			
3. Mandible	E			
4. TMJs	E			
5. Nasal bones	E			
6. Orbits	E			
7. Paranasal Sinuses	E			
Spine and Pelvis				
1. Cervical Spine	M			
2. Thoracic Spine	M			
3. Lumbar Spine	M			
4. Cross-Table (Horizontal Beam) Lateral Spine	M			
5. Pelvis	M			
6. Hip	M			
7. Cross Table (Horizontal Beam) Lateral Hip	M			
8. Sacrum and/or Coccyx	E			
9. Scoliosis Series	E			
10. Sacroiliac Joints	E			

Imaging Procedure	Mandatory or Elective	Date Completed	Patient or Simulated	Competence Verified By
Abdomen				
1. Abdomen Supine (KUB)	M			
2. Abdomen Upright	M			
3. Abdomen Decubitus	E			
4. Intravenous Urography	E			
Fluoroscopy Studies – Candidates must select two procedures from this section and perform per site protocol.				
1. Upper GI Series (Single or Double Contrast)	E			
2. Barium Enema (Single or Double Contrast)	E			
3. Small Bowel Series	E			
4. Esophagus (not swallowing dysfunction study)	E			
5. Cystography/ Cystourethrography	E			
6. ERCP	E			
7. Myelography	E			
8. Arthrography	E			
9. Hysterosalpingography	E			
Mobile C-arm Studies				
1. C-Arm Procedure (requiring manipulation to obtain more than one projection)	M			
2. Surgical C-Arm Procedure (Requiring manipulation around a sterile field)	M			
Mobile Radiographic Studies				
1. Chest	M			
2. Abdomen	M			
3. Upper or lower extremity	M			
Pediatric (Age 6 or younger)				
1. Chest Routine	M			
2. Upper and Lower Extremity	E			

3. Abdomen	E			
4. Mobile Study	E			
Imaging Procedure	Mandatory or Elective	Date Completed	Patient or Simulated	Competence Verified By
5. Mobile Study	E			
Geriatric Studies (At Least 65 Years Old & Physically or Cognitively Impaired as a Result of Aging)				
1. Chest	M			
2. Upper or Lower Extremity	M			
3. Hip or Spine	M			

Student Competency List:

During clinical rotations, students are required to have a copy of their competency list available at all times, since this is the only means the supervising technologists, clinical instructors and/or Harper College Faculty have to determine if the student has achieved competency for a specific imaging procedure. The competency list will also assist in regulating which procedures are mandatory to fulfill semester and ARRT requirements. Failure to have the competency list on your person will result in disciplinary action.

ARRT General Patient Care Competencies

Students must be CPR certified and demonstrate competence in the remaining nine patient care activities listed below. The activities should be performed on patients whenever possible, but simulation is acceptable.

General Patient Care Procedures	Date Completed	Competence Verified by
CPR/BLS Certified		
Vital Signs-Blood Pressure		
Vital Signs-Temperature		
Vital Signs-Pulse		
Vital Signs-Respiration		
Vital Signs-Pulse Oximetry		
Sterile & Medical Aseptic Technique		
Venipuncture*		
Assisted Patient Transfer (e.g., Slider Board, Mechanical Lift, Gait Belt)		
Care of Patient Medical Equipment (e.g., Oxygen Tank, IV Tubing)		

*Venipuncture can be simulated by demonstrating aseptic technique on another person, but then inserting the needle into an artificial forearm or suitable device



**RADIOLOGIC TECHNOLOGY PROGRAM
ORIENTATION CHECKLIST**

The student is able to:	YES	NO	N/A
Locate emergency supplies			
Locate trauma cart (crash cart)			
Locate technique charts			
Locate consent forms			
Perform isolation and room cleaning procedures			
Take patient histories properly			
Know how to call a code			
Locate fire extinguishers			
Locate fire and disaster plans			
Know the procedures for a chemical spill			
Locate contrast media			
Locate general room supplies including linen			
Stock rooms			
Know closest exit routes from building			

Comments: _____

Comments: _____

Name: _____ Date: _____

Institution: _____

Course: _____

Evaluator Signature: _____

Student Signature: _____



**RADIOLOGIC TECHNOLOGY PROGRAM
TRANSPORTATION OBJECTIVES***

The student is able to:	YES	NO	N/A
Show professional conduct with patients and co-workers			
Ensure the patient's safety, comfort, privacy, and modesty at all times			
Control the functions of the wheelchair and cart, including locks, raising and lowering side rails, etc.			
Identify various patient accessories including IV bags, tubes, cardiac monitors, oxygen devices, and urinary drainage catheters			
Practice standard precautions at all times			
Identify all patients per hospital policy			

Comments: _____

Name: _____ Date: _____
Institution: _____
Course: _____
Evaluator Signature: _____
Student Signature: _____

*** Patient Transport and Transfer**

Students may not transfer patients to or from the patient floors or to an area not immediately adjacent to the imaging area without being accompanied by a staff member. Students may not transfer patients from or to their beds unless they are assisted.



**RADIOLOGIC TECHNOLOGY PROGRAM
X-RAY ROOM OBJECTIVES**

The student is able to:	YES	NO	N/A
Change table position			
Demonstrate proper installation and removal of footboard			
Control movement of tabletop			
Manipulate bucky tray/DR Plate			
Determine grid type/ratio			
Activate rotor/exposure switches			
Locate Technique Chart/Protocol Book			
Set Technique			
Manipulate all tube locks			
Demonstrate proper use of detents/centering marks			
Activate light field switch			
Demonstrate use of collimator shutter controls			
Locate and demonstrate use of tape measure			
Locate all positioning aids			
Manipulate position of table bucky/chest board			
Locate on/off switch			
Locate radiation protection devices			

Comments: _____

Name: _____ Date: _____
Institution: _____
Course: _____
Evaluator Signature: _____
Student Signature: _____



**RADIOLOGIC TECHNOLOGY PROGRAM
FLUOROSCOPIC ROOM OBJECTIVES**

The student is able to:	YES	NO	N/A
Change table position (vertical/horizontal)			
Demonstrate proper installation and removal of foot board			
Attach Shoulder/Hand supports			
Manipulate bucky tray			
Identify bucky slot cover			
Control movement of the tabletop			
Activate fluoro tube			
Reset fluoro timer			
Set technique			
Locate/activate TV monitor			
Locate foot pedal			
Locate prep/exposure button			
Move carriage			
Set safety locks			
Locate grid			
Locate shutters			
Locate cone			
Locate magnification button			
Locate image intensification tube (if applicable)			
Locate fluoro x-ray tube			
Locate on/off switch			
Locate radiation protection devices			

Comments: _____

Name: _____ Date: _____
Institution: _____
Course: _____
Evaluator Signature: _____
Student Signature: _____



**RADIOLOGIC TECHNOLOGY
C-ARM OBJECTIVES**

The student is able to:	YES	NO	N/A
Connect C-arm to monitor, connect to power, power unit on			
Manipulate all locks/C-Arm movements -move C from vertical to horizontal -wig/wag -move from AP to Lateral (both over and under table) - tilt caudal/cephalic			
Demonstrate different c-arm positions			
Activate exposure and fluoro switches			
Set techniques			
Identify the image intensifier			
Identify the x-ray tube			
Demonstrate use of collimator shutter controls			
Demonstrate forward motion control			
Demonstrate reverse motion control			
Save and Swap images			
Raise and Lower Height of C-Arm			
Image Manipulation on Monitor (rotation/flipping for position of machine)			
Demonstrate use of 5-minute timer			
Turn unit off and store C-arm			

Name: _____ Date: _____
Institution: _____ Course: _____
Evaluator Signature: _____ Student Signature: _____



**RADIOLOGIC TECHNOLOGY
PORTABLE OBJECTIVES**

The student is able to:	YES	NO	N/A
Release/Lock vertical control			
Release/Lock horizontal extension control			
Release/Lock tube rotation control			
Release/Lock swivel control			
Turn unit on and off			
Release safety brake			
Set technique			
Activate rotor/exposure control			
Activate field light switch			
Demonstrate use of collimator shutter controls			
Locate and demonstrate use of tape measure			
Demonstrate forward motion control			
Demonstrate reverse motion control			
Demonstrate proper recharging procedure			

Comments: _____

Name: _____ Date: _____

Institution: _____

Course: _____

Evaluator Signature: _____

Student Signature: _____

APPENDIX 1

HARPER COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM EXIT SURVEY 2026

Name_____

Date of Graduation_____

Please answer the questions on the following page. Your feedback is important for the program to best meet the educational needs of future students. Your assistance is greatly appreciated.

Thank you!

INSTRUCTIONS: Consider each item separately and rate each item independently of all the others. Circle the rating that indicates the extent to which you agree with each statement. Please do not skip any rating. If you do not know about a particular area, please circle N/A.

5 = Strongly Agree 4 = Generally Agree 3 = Neutral (acceptable) 2 = Generally Disagree 1 = Strongly Disagree N/A = Not Applicable

1. How would you rate your overall satisfaction with the Harper College Radiologic Technology Program?

5 4 3 2 1 N/A

Comments:

2. Did the program adequately prepare you to begin professional practice?

5 4 3 2 1 N/A

Comments:

3. Do you feel all of your clinical rotations were good learning experiences?

5 4 3 2 1 N/A

Comments:

4. Do you think the sequence of classes and clinical rotations were beneficial to learning?

5 4 3 2 1 N/A

Comments:

5. Do you feel that the program has adequately prepared you to take the ARRT Board Exam?

5 4 3 2 1 N/A

Comments:

6. Would you choose the Harper College Radiologic Technology Program again?

5 4 3 2 1 N/A

Comments:

7. Clinical/Didactic

Please evaluate how well the Harper College Radiography Program prepared you in the following:

- RAD 101 Introduction to Radiologic Technology 5 4 3 2 1 N/A
- RAD 102 Procedures I 5 4 3 2 1 N/A
- RAD 103 Principles I 5 4 3 2 1 N/A
- RAD 105 Procedures II 5 4 3 2 1 N/A
- RAD 106 Principles II 5 4 3 2 1 N/A
- RAD 107 Clinical Education I 5 4 3 2 1 N/A
- RAD 108 Clinical Education II 5 4 3 2 1 N/A
- RAD 221 Procedures IV 5 4 3 2 1 N/A
- RAD 223 Advanced Radiographic Principles 5 4 3 2 1 N/A
- RAD 224 Radiobiology 5 4 3 2 1 N/A
- RAD 225 Clinical Education III 5 4 3 2 1 N/A
- RAD 228 Digital Imaging 5 4 3 2 1 N/A
- RAD 236 Pathology 5 4 3 2 1 N/A
- RAD 238 Sectional Anatomy 5 4 3 2 1 N/A
- RAD 258 Radiologic Seminar 5 4 3 2 1 N/A
- RAD 239 Special Procedures 5 4 3 2 1 N/A
- RAD 240 Clinical Education IV 5 4 3 2 1 N/A
- RAD 251 Clinical Education V 5 4 3 2 1 N/A
- HSC 112 Medical Terminology 5 4 3 2 1 N/A
- HSC 213 Medical ethics 5 4 3 2 1 N/A

Comments:

8. How well did the program help develop the following skills?

- Critical thinking 5 4 3 2 1 N/A
- Problem solving skills 5 4 3 2 1 N/A
- Film Evaluation 5 4 3 2 1 N/A
- Communication skills 5 4 3 2 1 N/A
- Interpersonal Relationship Skills 5 4 3 2 1 N/A
- Ethical Judgment 5 4 3 2 1 N/A

Comments:

9. PERSONNEL RESOURCES (PROGRAM FACULTY)

A. Effectiveness of Faculty:

1. In the classroom	5	4	3	2	1	N/A
2. In the laboratory	5	4	3	2	1	N/A
3. In the clinical area	5	4	3	2	1	N/A

B. Faculty number is adequate:

1. In the classroom	5	4	3	2	1	N/A
2. In the laboratory	5	4	3	2	1	N/A
3. In the clinical area	5	4	3	2	1	N/A

C. Faculty members have good rapport with students.

5	4	3	2	1	N/A
---	---	---	---	---	-----

D. Faculty members are willing to help students with academic needs.

5	4	3	2	1	N/A
---	---	---	---	---	-----

E. Faculty ensures student representation on the advisory committee.

5	4	3	2	1	N/A
---	---	---	---	---	-----

F. RAD Tech Tutors provide assistance to the students when needed.

5	4	3	2	1	N/A
---	---	---	---	---	-----

Comments:

G. RAD Tech Tutors were available for an adequate amount of time throughout the week.

5	4	3	2	1	N/A
---	---	---	---	---	-----

H. The required monthly tutoring hours helped prepare students for clinical rotations.

5	4	3	2	1	N/A
---	---	---	---	---	-----

Comments:

10. PHYSICAL RESOURCES

A. Instructional Resources: Classrooms

5	4	3	2	1	N/A
---	---	---	---	---	-----

B. Instructional Resources: Laboratory

5	4	3	2	1	N/A
---	---	---	---	---	-----

Comments:

11. LIBRARY'S RESOURCES

A. The program faculty and/or the library personnel, offer orientation and demonstration of the library services.

5	4	3	2	1	N/A
---	---	---	---	---	-----

B.	The institutional library personnel provide assistance to the students when needed.	5	4	3	2	1	N/A
C.	The libraries provide sufficient materials to support classroom assignments.	5	4	3	2	1	N/A
D.	The library hours	5	4	3	2	1	N/A
E.	Program assignments require the use of library resources.	5	4	3	2	1	N/A

Comments:

12. STUDENT INSTRUCTIONAL SUPPORT SERVICES (TUTORS, COMPUTER LAB, ETC.)

A.	Tutors provide assistance to the students when needed.	5	4	3	2	1	N/A
B.	Audiovisual and computer equipment are available to students for class assignments and activities.	5	4	3	2	1	N/A
C.	Computer resources are adequate to support the curriculum.	5	4	3	2	1	N/A
D.	Student Instructional Support Services are readily accessible to all students.	5	4	3	2	1	N/A

Comments:

13. What improvements would you recommend for the Program?

FUTURE PLANS

___ I have accepted a non-degree related position. What made you choose this position and not a degree-related position? _____

___ I am attending further schooling instead of pursuing employment.
College/Degree? _____

___ I am employed but have plans to continue my education in the future.
Please explain. _____

___ Other plans? _____

Please provide a permanent address and phone number. (optional)

APPENDIX 2

RADIOLOGIC TECHNOLOGY GRADUATE SURVEY

As part of the accreditation process, Harper College's Radiologic Technology Program is seeking feedback from recent graduates. This survey is designed to assist in identifying the strengths and areas needing improvement for the program. All the results will be kept confidential and are used for program assessment purposes only.

EMPLOYMENT INFORMATION

1. Are you currently practicing in the radiography field?
 - a. Yes
 - b. No
2. What is your current employment status? MARK ALL THAT APPLY
 - a. 30 or more hours per week as a radiographer
 - b. 20-29 hours per week
 - c. Less than 20 hours per week
 - d. Employed as part-time radiographer by choice
 - e. Employed as part-time radiographer but would prefer full-time employment
 - f. Employed in two or more part-time jobs as radiographer equaling full-time employment
 - g. Employed outside the radiography field by choice
 - i. Job title: _____
 - ii. Why did you prefer this? _____
 - h. Employed outside the radiography field but would prefer working as radiographer.
 - i. Unemployed, but searching for employment.
 - j. Unemployed, but enrolled in college.
 - k. Unemployed for other reason, specify: _____

If you are unemployed, then please skip to **the EDUCATION** section.

3. Is this the work schedule you desire?
 - a. Yes
 - b. No
4. Did you have to relocate to find employment?
 - a. Yes
 - b. No
 - c. Willing to relocate but have not found work.
 - d. Not willing to relocate and have not found work.

If you are NOT employed as a radiographer, then please skip to **the EDUCATION** section.

5. Describe the location of your PRIMARY practice (where you spend the majority of your time).
 - a. Urban
 - b. Suburban
 - c. Rural, specify location (city/state/zip): _____
6. Describe the setting of your PRIMARY practice.
 - a. Clinic
 - b. Physician's Office, type of physician: _____
 - c. Hospital
 - d. Treatment Center

7. Please provide your hourly pay/salary information.
(Insert standard salary ovals here)
8. Do you feel prepared to provide radiographic technology to a culturally diverse population?
 - a. Yes
 - b. No
9. How long did it take you to secure a position as a radiographer after graduation?
 - a. 0-4 months
 - b. 5-8 months
 - c. 9-12 months
 - d. Over one year

EDUCATION

1. Are you currently working toward an additional college degree?
 - a. Yes
 - i. Main area of study: _____
 - ii. College: _____
 - b. No
2. What are your plans for further education?
 - a. No plans
 - b. Currently enrolled in bachelor's program
 - c. Currently enrolled in master's program
 - d. Plan to enroll in Bachelor's or master's program in next 1-2 years
 - e. Plan to pursue a degree in another field.
 - f. Undecided
3. What was your greatest challenge(s) in transitioning from the educational setting to employment?
(Open-ended box)

PROFESSIONAL GROWTH CONTRIBUTIONS

1. What is your current ARRT registry status?
 - a. Passed registry on first attempt.
 - b. Passed registry on second attempt.
 - c. Passed registry on third attempt.
 - d. Have not passed registry.
 - e. Have not taken registry exam.
2. What is your current IEMA status (division of Nuclear Safety License)?
 - a. Have Illinois license.
 - b. Have license in other state, specify: _____
 - c. Not applicable
3. Do you belong to a professional organization in radiologic technology?
 - a. Yes, specify: _____
 - b. No
4. What time of continuing education have you participated?
 - a. Conferences
 - b. Online
 - c. Other, specify: _____

COMPETENCIES

(Rating 1-5 on right-side columns for each question)

KNOWLEDGE BASE

1. The program helped me acquire the:
 - a. Knowledge necessary to function as radiographer in healthcare setting:
 - b. Radiologic technology didactic theory necessary to function as radiographer in healthcare setting:
 - c. General medical knowledge (anatomy, physiology, pharmacology, etc.) necessary to function as radiographer in healthcare setting:
 - d. Clinical knowledge necessary to function as radiographer in healthcare setting:

PROFESSIONAL SKILLS

1. The program prepared me to perform an appropriate range of radiographic examinations:
2. The program prepared me to perform basic patient assessment and care:
3. The program introduced me to an appropriate level of technological advancements (CR, DR, PACS, etc.) when applicable:
4. The program provided me with sufficient clinical skills to function as entry level radiologic technologist:
5. The program prepared me to communicate effectively, utilizing both written and verbal skills with patients and all healthcare professionals:
6. The program prepared me to conduct myself in an ethical and professional manner:
7. The program prepared me to function effectively as a member of a healthcare team:
8. The program prepared me to function with the guidelines of the medical imaging laboratory:

9. Overall, how satisfied were you with the Radiologic Technology program at Harper?

Program Strengths Open-Ended Box

Program Improvements Open-Ended Box

APPENDIX 3

Clinical Affiliate Evaluation

It is vital to the success of the Radiologic Technology Program that we evaluate the quality of the clinical education component. We would appreciate your input regarding the clinical education experience you received at this clinical affiliate. The information you provide will be used in an attempt to improve future clinical affiliations.

Clinical Affiliate Name _____ Semester _____ 20__

Check one: RAD 107____ RAD 108____ RAD 225____ RAD 240____

1. The volume of patient exams was sufficient for me to obtain the required objectives of the rotation.

5 – Strongly Agree 4 – Agree 3 – Undecided 2- Disagree 1 – Strongly Disagree

Comments:

2. The variety of patient exams was sufficient for me to obtain the required objectives of the rotation.

5 – Strongly Agree 4 – Agree 3 – Undecided 2- Disagree 1 – Strongly Disagree

Comments:

3. I feel that I had the resources required to meet the objectives of the clinical rotation.

5 – Strongly Agree 4 – Agree 3 – Undecided 2- Disagree 1 – Strongly Disagree

Comments:

4. Hospital personnel were cooperative during the rotation.

5 – Strongly Agree 4 – Agree 3 – Undecided 2- Disagree 1 – Strongly Disagree

Comments:

5. I received an adequate orientation to the area or institution to which I was assigned.

5 – Strongly Agree 4 – Agree 3 – Undecided 2- Disagree 1 – Strongly Disagree

Comments:

6. Radiographers and other staff were willing and prepared to work with students assigned to the area or institution.

5 – Strongly Agree 4 – Agree 3 – Undecided 2- Disagree 1 – Strongly Disagree

Comments:

7. The clinical instructor or a registered technologist was available for practice/class time and competency evaluations.

5 – Strongly Agree 4 – Agree 3 – Undecided 2- Disagree 1 – Strongly Disagree

Comments:

8. This clinical affiliate met my expectations.

5 – Strongly Agree 4 – Agree 3 – Undecided 2- Disagree 1 – Strongly Disagree

Comments:

In the space provided, please comment upon any item in which you responded either Disagree or Strongly Disagree. We would appreciate any suggestions which might improve the experience you had at this clinical affiliate.

APPENDIX 4

HARPER COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM CLINICAL INSTRUCTOR EVALUATION

Instructor: _____

Date: _____

Course #: _____

SA – Strongly Agree You strongly agree with the statement as it applies to the instructor.

A – Agree You agree more than you disagree with the statement as it applies to the instructor

D – Disagree You disagree more than you agree with the statement as it applies to the instructor

SD –Strongly Disagree You strongly disagree with the statement as it applies to the instructor.

		SA	A	D	SD
1.	This instructor is a good role model for professional skills, attitudes and values.				
2.	The clinical instructor demonstrated knowledge of Harper College's programmatic policies and procedures.				
3.	The clinical instructor demonstrated knowledge of the semester's objectives/requirements.				
4.	This instructor gives constructive feedback regarding student performance on radiographic examinations.				
5.	This instructor shows genuine concern for students.				
6.	I feel that I can come to this instructor with questions or problems regarding my clinical experience.				
7.	This instructor stimulates and motivates students to think critically, and problem solve.				
8.	The clinical instructor was accessible when needed.				
9.	This instructor's overall attitude toward teaching and clinical supervision is good.				
10.	Overall, the clinical instructor related effectively and positively with students.				
11.	This instructor demonstrates a high degree of clinical competence in both radiographic and patient care duties.				
12.	This instructor exhibits proper conduct and attitude toward patients, students and coworkers when participating in exams.				

Additional comments may be placed here or on the back of the sheet:

APPENDIX 5

Harper College Radiologic Technology Program

Social Networking and Privacy Policy

PERSONAL EXPRESSION

Personal Blogs and social networking (i.e. Facebook, Twitter, LinkedIn, etc.) contain the personal viewpoint and/or opinions of a particular student, and in no way express the policies or viewpoints of the college and/or clinical education setting (hospital or clinic). However, this may not be readily apparent to the reader of said media, and the student author may be held liable as representing the views of the college (program) and/or clinical education setting. Therefore, it is highly recommended that students do not document experiences in the clinical setting in social media or blogs.

Discussion of personalities or interactions involving college faculty, clinical instructors, other students, physicians, hospital personnel or patients is not permitted. Students may also not discuss problems, issues or negative experiences encountered either on campus or during their clinical experiences in any online forum. Any concerns experienced in these areas should be discussed with the appropriate college personnel.

PRIVACY/CONFIDENTIALITY/PROPRIETARY INFORMATION

When posting to blogs or other social media networks, students may not disclose any private medical information, proprietary or trade secrets (intellectual property rights), sensitive information from clinical education sites or other third parties.

LIMITATIONS

Any posts to blogs or other social networks must comply with Harper College and Harper College Radiologic Technology program policies and procedures, including but not limited to the Code of Conduct and HIPAA compliance. Photographs of any Harper College Faculty including adjunct instructors and clinical instructors may not be posted on any social networking site without their express permission. In order to maintain an appropriate level of respect between any current students and all faculty, any contact via social networking sites must be considered carefully and is generally discouraged by the Harper College Radiologic Technology Program. Current students shall not “friend” (on Facebook) any member of the Harper College Radiologic Technology program faculty including adjuncts and clinical instructors. The Harper College Rad Tech Facebook page may be used for contact between students, former students and faculty, but this site is not administered by Harper College or its employees. Posts on this site must follow all of the above guidelines regarding privacy, confidentiality and respect. When posting to a blog or other social networking site, assume faculty, other students, co-workers, clients/patients,

hospital personnel and potential future employers may have access to this information, now, or in the future.

The Harper College Radiologic Technology program will determine, in its sole discretion, whether a particular internet posting violates professional (ARRT/ASRT) and/or program, and/or Harper College policies. As with all other program policies, violation of this policy is subject to progressive disciplinary action, up to and including suspension or dismissal from the program, depending on the severity of the violation.

ACKNOWLEDGEMENT OF UNDERSTANDING

I have read and agree to comply with the terms of this policy outlining understanding of my responsibility to Harper College and the Harper College Radiologic Technology program with regards to social networking. I understand that violation of this policy may result in disciplinary action up to and including dismissal from the program.

Student Signature: _____ Date: _____

Printed Name: _____

Appendix 6

Acknowledgement of Receipt of the Harper College Radiologic Technology Handbook and Clinical Lab Manual

By signing this page, I acknowledge that I have received the Radiologic Technology Program Student Handbook that I am responsible for knowledge of its contents, and I agree to adhere to the rules and procedures it contains.

SIGNATURE _____ DATE _____

NAME (PRINT) _____

Health Careers Student Signature Sheet

Program/Course: Radiologic Technology

I realize that I am responsible for complying with the policies, procedures and guidelines of the College, HC Division and health program/courses including but not limited to the following:

Catalogues/Guidelines books

- Harper College Catalogue and Student Handbook
- Division guidelines, policies and procedures
- Program Guidelines and lab/clinical manuals

Required program clinical participation policies including but not limited to:

- **Maintaining required CPR credentials***
- **Completing of initial and ongoing health requirements***
- **Participating in required criminal background investigations***
- **Verifying health insurance***
- Completing and annually reviewing required clinical educational programs (i.e., Regulatory Modules)
- Complying with college and clinical agency specific policies, procedures and practices, including TJC, IEMA and OSHA standards.
- Acknowledging the pregnancy policy.
- Completing MRI Screening module and form.
- Maintaining HIPAA and confidentiality standards and universal standards precautions at all times, including the campus lab as well as in the clinical setting.
- Performs the essential functions for health career program students independently or with reasonable accommodations.

*** The deadline to complete these requirements is 8/1/25.**

Student behavior and conduct: I realize I must:

- Demonstrate principles of professional behavior as defined by the program in the guidelines book or course syllabus.
- Comply with characteristics of academic honesty as defined by the Harper College Code of Conduct, program guidelines book and course syllabus.
- Assume active role for learning process through engagement and compliance with program and course requirements.
- Be respectful of campus classroom, lab and locker spaces, and adhere to rules of use for them, with attention to safety.

Furthermore, I also realize that:

- *The college, division and/or program reserve the right to change policies, procedures and guidelines without prior notification, and that the College, Division or Program will inform me of those changes.*
- *This signed document will be placed in my student folder in the Health Career Programs Division.*
- *Failure to comply with the policies, procedures or guidelines of college, the HC division, the program and the clinical agencies assigned to may result in grade reduction, course failure or dismissal from the program. Note that if behaviors result in a clinical agency refusing to allow me to return, the program/college is not obligated to find me an alternate clinical site, which in turn will affect my participation in the program.*

Name (print): _____

Signature: _____ Date: _____

Appendix 8



EMPLOYER SURVEY CONSENT FORM

Purpose: The JRCERT requires the Harper College Radiologic Technology Program to conduct follow-up employer surveys on recent graduates. After reviewing the Employer Survey, please indicate your approval by signing the statement below. This consent form and survey will be sent to your employer approximately six months to one year after graduation.

I _____, give permission to my present employer to complete the employer survey and return it to the Harper College Radiologic Technology Program Coordinator.

Signature of Graduate

Printed name

Date

Appendix 9

Last Chance Clinical Education Agreement

It is understood and agreed that _____ behavior at _____ (clinical affiliate of the Harper College Radiologic Technology Program) has been unprofessional in terms of following guidelines of the Harper College Radiologic Technology Program Student Handbook in regard to clinical behavior.

_____ has been given written warnings/suspensions on the dates and for the reasons listed below:

	Date	Infraction
1)		
2)		
3)		

_____ is hereby placed on probation status which is effective from the current date until _____. In the event _____ violates any rule that is set forth in the Harper College Radiologic Technology Program Student Handbook regarding clinical behavior, the student will be dismissed from _____ clinical site.

Signed this _____ day of _____ 20_____.

Print name _____

Signature _____

Clinical Instructor _____

Copy: Clinical Instructor

Program Director

Student

Appendix 10

Harper College Radiologic Technology Program Biweekly Clinical Conference Report

Student Name _____ Observation Dates _____

The evaluator may simply check the selected column or write out a specific area of concern in the appropriate column. For example: If the student doesn't show initiative, they may write 1.1.c. in the "Needs Improvement" column. Additional comments may be added in Section II if desired.				
	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory
1.1 Professionalism: a. Follows college and Clinical Affiliate Codes and policies. b. Accepts constructive criticism. c. Shows initiative to perform procedures and a desire to learn. d. Is reliable, dependable and punctual. e. Works as a team player				
1.2 Critical Thinking: a. Reacts effectively and professionally to stressful work situations. b. Makes appropriate independent decisions. c. Demonstrates control under pressure. d. Reports issues/concerns to the appropriate supervisor				
1.3 Clinical Competence: Performs procedures safely, independently, consistently, and effectively				
1.4 Communication Skills: Demonstrates effective communication skills with co-workers and patients				
1.5 Overall Clinical Performance: Student's overall performance for the specified period.				

Clinical Instructor's Additional Comments:

Student comments:

Clinical Instructor

Date

Student

Date

College Faculty

Date

APPENDIX 11
HARPER COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
CLINICAL EXAM LOG

Name _____

Clinical Site _____

Indicate level of participation O – Observed, A – Assisted, P – Performed. If the student *performed* the exam, was a repeat necessary? If yes, put down the initials of the tech that supervised the performance of the repeat. Please put multiple exams on the same patient in separate rows.

Date	Exam	MR #	O/A/P	Repeat required Y/N	Supervising Tech
1.				Y/N	
2.				Y/N	
3.				Y/N	
4.				Y/N	
5.				Y/N	
6.				Y/N	
7.				Y/N	
8.				Y/N	
9.				Y/N	
10.				Y/N	
11.				Y/N	
12.				Y/N	
13.				Y/N	
14.				Y/N	
15.				Y/N	
16.				Y/N	
17.				Y/N	
18.				Y/N	
19.				Y/N	
20.				Y/N	
21.				Y/N	
22.				Y/N	
23.				Y/N	
24.				Y/N	
25.				Y/N	
26.				Y/N	
27.				Y/N	
28.				Y/N	
29.				Y/N	
30.				Y/N	

APPENDIX 13

HARPER COLLEGE

RADIOLOGIC TECHNOLOGY PROGRAM
INCIDENT REPORT FORM

Type of occurrence: Injury/Illness_____ Disciplinary____ Other _____(Specify)

Date_____ Time_____ (of occurrence)

Student(s) Involved _____

Clinical Site _____ Area assigned _____

Was there an injury to a student? Yes /No

Was there an injury to a client/patient? Yes/No

If yes to either of the above – was medical care sought?

Please include a summary of what occurred (attach additional documentation as necessary):

If disciplinary in nature, please describe the possible consequences of additional infractions of this or any other rule or policy (i.e., suspension or dismissal from the clinical site, suspension or dismissal from the Radiologic Technology Program).

Signature of Clinical Instructor/Faculty_____ Date _____

Signature of Student_____ Date _____

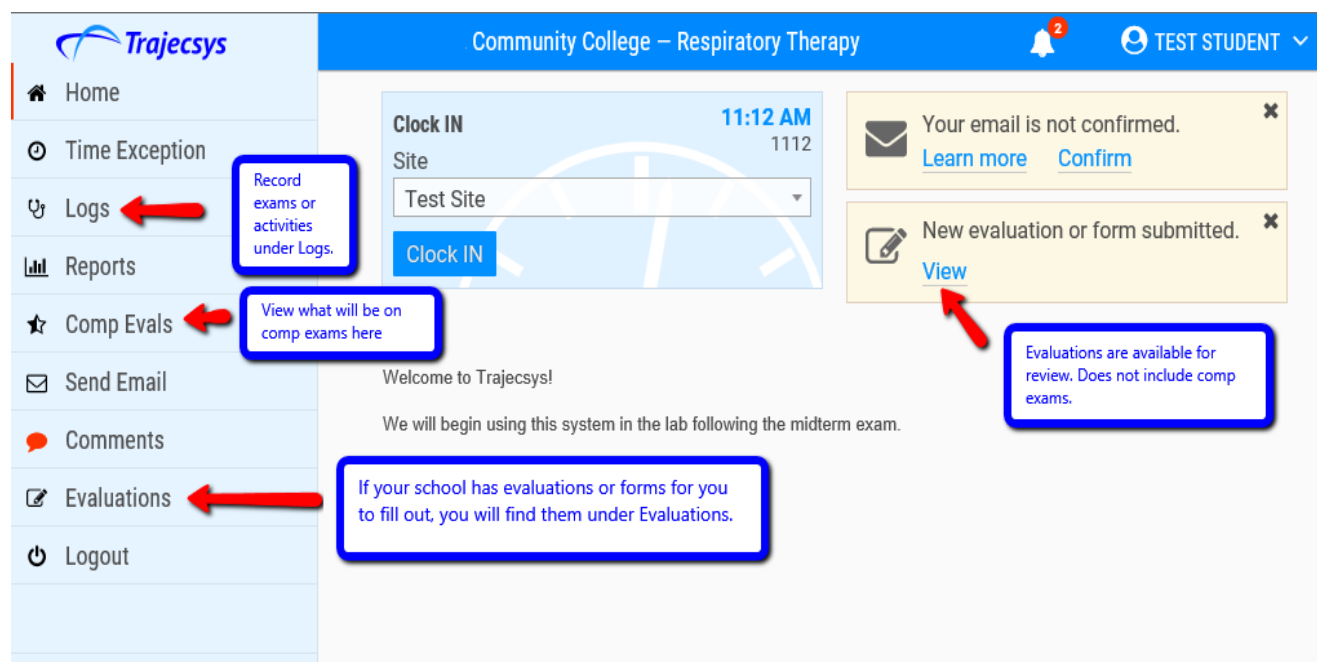
Signature of Administrator (if applicable) _____ Date _____

APPENDIX 14

Trajecsyst Student Menu and Instructions

The Trajecsyst Student Menu was designed to be as user friendly as possible. This “cheat sheet” highlights the primary functions that most students will utilize daily.

Student Home Page



Clock In/Out - Students will clock in each day at their clinical site and clock out at the end of their shift. NOTE: This also may be done on the student’s smartphone; use phone browser to go to Trajecsyst.com, log in, agree to share location (on phone); select site and click Clock In/Out button. **Please review Word document titled Clocking In and Out for specific information.**

Reports - Students may access these items on the Reports menu page:

- Time summary
- Skill summary (compilation of log sheet entries and linked comp exam results; click comp date hyperlink to view item-by-item results)
- Evaluation results other than comps (use either the Evaluation Summaries or Completed Evals/Forms for evaluation results – same info in different formats)
- Note: some schools expect students to add a comment to a comp exam or to an evaluation form that was submitted by an instructor on the student. Students will open the result on their Reports page (Skill Summary for comps and Evaluations for other forms), scroll to the bottom and click the +Add Comment. The student

will type a comment in the text box and click Add to append a comment to the document. These are called Post Submission Comments.

Time Exception - If you don't file a clock in or out record, you must file a "time exception" instead. Using the clock in/out page is always preferred over filing time exceptions. A time exception is required for every missing clock record. If a student forgets to clock in AND forgets to clock out, this requires two separate time exceptions to correct the two missing clock records. One time exception is not sufficient to replace two missing clock records. Again, time exceptions should be used rarely; students should use the clock in / out button on the home page to record time records. **Enter time exceptions in 24-hour format (8:00 AM is 0800; 1:00 PM is 1300; hours; 9:00 PM is 2100).**

The screenshot shows the Trajecsys web application interface. On the left is a navigation menu with options: Home, Time Exception, Logs, Reports, Comp Evals, Send Email, Comments, Evaluations, Logout, and Use Legacy App. The main content area is titled "Time Exception" and contains the following fields:

- Site ***: A dropdown menu currently showing "Test Site".
- Date ***: A date picker showing "04/13/2018".
- Time ***: A text input field with "hhmm" as a placeholder. A red arrow points to this field from a blue callout box that reads: "Use 24-hour format (also called military time). If 2:30 p.m., enter 1430. If 8:45 p.m., enter 2045."
- Reason ***: A section with four radio button options: "Finished Early", "No Computer", "No Internet", and "Forgot". A red arrow points to this section from a blue callout box that reads: "Select reason for this time exception. EVERY missing clock record requires a time exception. If you forgot to clock in AND to clock out, that requires two separate time exceptions."
- Absent**: A radio button option. A red arrow points to this option from a blue callout box that reads: "Absence is for full day absence from clinic. System records two clock records for the day so that they may be approved."
- Or explanation**: A text input field.
- Submit**: A blue button at the bottom.

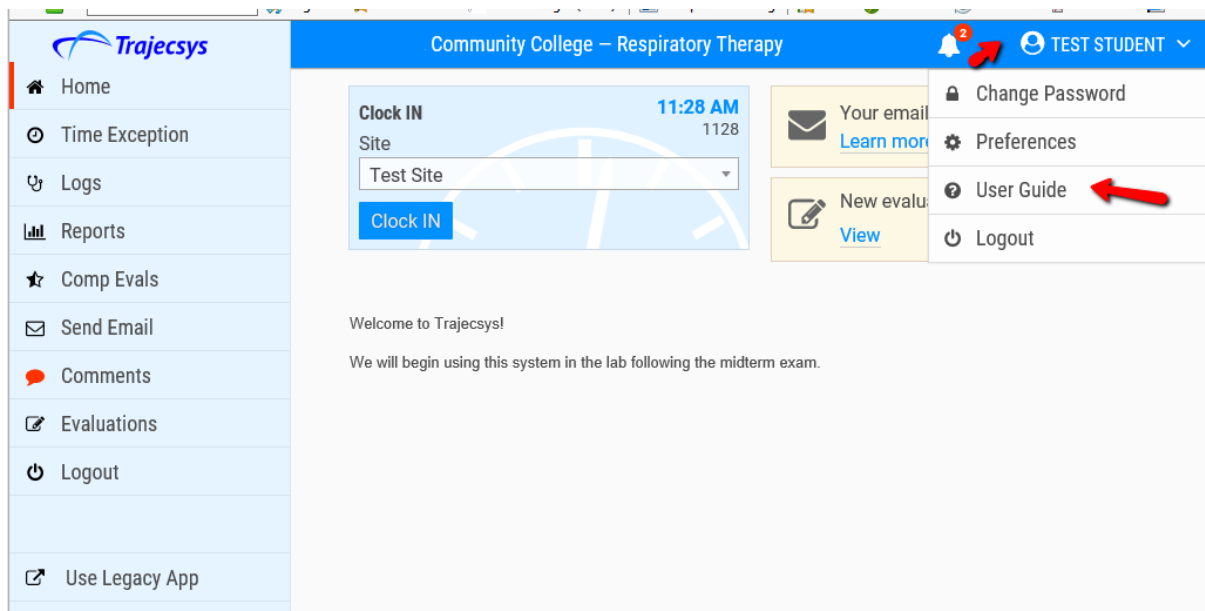
Daily Log Sheets - Students will complete the items on the Logs menu page. Each school may designate different items that are presented on this page. Your selections may differ from these:

- Date of exam or activity practiced.
- Clinical site
- Key - ask program leader what to use for the key field.

- Name of supervising employee (if not in list, click New and add full first and last names, then click Add)
- Click Add Log sheet; then select:
- Major study
- Procedure
- Time
- Comments
- Any other requested items

Evaluations - This menu item is used for evaluations or other forms that students will complete. (Note: not all programs will have this menu item.)

Troubleshooting - The User Guide can be accessed by clicking your name which will be located in the upper right-hand corner.



Payments - Students who pay us directly can go to our website: www.trajecsyst.com and click Payments in the upper right corner. The direct link to the payments page is: <https://www.trajecsyst.com/Payments.aspx>

NOTE – Some schools will not have comp evals on the menu, while others may not have Logs or the Evaluation menu item.

APPENDIX 15

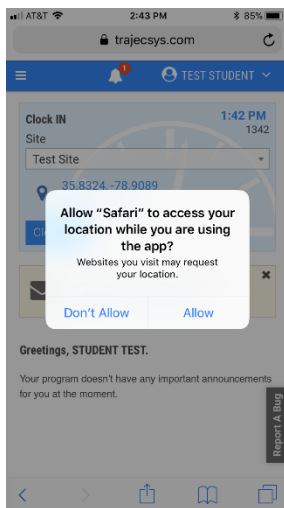
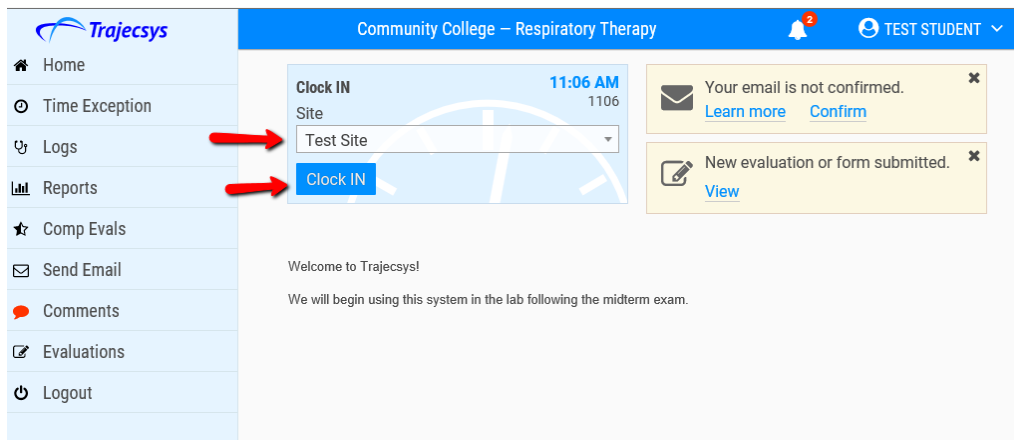
Recording Time Records in Trajecsyst

Logging into Trajecsyst

Log into Trajecsyst on a computer or on a smart phone (if your program allows smart phone clock records) at this link: <https://www.trajecsyst.com/programs/login.aspx>. Students can choose to bookmark the Trajecsyst Login page.

Clocking In and Out

Each day when students arrive at and depart from a clinical site, they will log in on a computer (or smart phone) and **select the clinical site** from a dropdown on the home page. Then the student will click the clock in / out button. This is the screen on a computer:



You will be automatically logged off from the system after clocking in/out on a computer; this is to protect your records in case you were to forget to log out. When you change sites, remember to select the new site on this page; otherwise, your times will be recorded for the wrong site.

After logging in on a **smart phone**, you should see a message asking to share your location with Trajecsyst. **You must click “Allow.” It’s important that this is selected correctly the first time because some phones do not present the option again without resetting location services in the phone Settings.** If "Don't Allow" is selected and no option is given the next time, the student should access the [GPS page](#) in the User Guide for information about resetting location services.

Students should always check with the program administrator to determine program policies

related to use of GPS / smart phone clock records. We recommend that students also read the pages related to [resetting location warnings](#) and [how to improve accuracy](#).

Students should see “Good Accuracy” on the phone screen before they click the clock in/out button. If the phone message states, “Insufficient Accuracy,” students should wait until their phone has captured a good geolocation; this may require students (rarely) moving to another part of the building.

Time Exceptions

If you don’t file a clock in or out record, you must file a "time exception" instead. Using the clock in/out page is always preferred over filing time exceptions. A time exception is required for every missing clock record. If a student forgets to clock in AND forgets to clock out, this requires two separate time exceptions to correct the two missing clock records. One time exception is not sufficient to replace two missing clock records. Again, time exceptions should be used rarely; students should use the clock in / out button on the home page to record time records. **Enter time exceptions in 24-hour format (8:00 AM is 0800; 1:00 PM is 1300; hours; 9:00 PM is 2100).**

The screenshot shows the Trajecsys web application interface. On the left is a sidebar menu with options: Home, Time Exception, Logs, Reports, Comp Evals, Send Email, Comments, Evaluations, Logout, and Use Legacy App. The main content area is titled "Time Exception" and contains the following fields and options:

- Site ***: A dropdown menu currently showing "Test Site".
- Date ***: A date picker showing "04/13/2018".
- Time ***: A text input field with the placeholder "hhmm". Below it, the text "Use 24-hour time format" is displayed. A red arrow points from a blue-bordered callout box to this field. The callout box contains the text: "Use 24-hour format (also called military time). If 2:30 p.m., enter 1430. If 8:45 p.m., enter 2045."
- Reason ***: A section with several checkboxes: "Finished Early", "No Computer", "No Internet", "Forgot", and "Absent". A red arrow points from a blue-bordered callout box to this section. The callout box contains the text: "Select reason for this time exception. EVERY missing clock record requires a time exception. If you forgot to clock in AND to clock out, that requires two separate time exceptions."
- Absent**: A checkbox. A red arrow points from a blue-bordered callout box to this checkbox. The callout box contains the text: "Absence is for full day absence from clinic. System records two clock records for the day so that they may be approved."
- Or explanation**: A text input field.
- Submit**: A blue button at the bottom.

The top of the page has a blue header bar with the text "Community College – Respiratory Therapy", a notification bell icon with a red "2", and a user profile icon labeled "TEST STUDENT" with a dropdown arrow.

Unmatched Time Records

If you have unmatched clock records in Trajecsys, these cannot be approved. Example, you only have one clock record for a day OR you clock in from one site and clock out from another site on the same date. To check for unmatched clock records, go to the Reports page in Trajecsys; click on Time Totals. Look to see which time records have a **U?** in the Status column. The **U?** indicates that there is a unmatched time record (note that a status of U without the question mark just means it has not been approved yet; the question mark means that it is unmatched). Check to see if you already have a pair of records for the same site or another site that date. Let your program coordinator or director know if they need to delete or edit an unmatched time record; (example, you clocked in at the wrong site and then at the correct site; have coordinator delete incorrect clock record).

You are responsible for filing time exceptions for unmatched clock records. **Keep in mind that for times after noon, you must enter the time in 24-hour format. For example, 1:30 p.m. would be entered as 1330.**

Appendix 16

Harper College Radiologic Technology Program

Assumption of the Risk and Waiver of Liability Relating to Communicable and Infectious Diseases for Harper College Radiologic Technology Students.

In the clinical setting, with normal/routine care, nursing students may be at risk of exposure to communicable and infectious diseases. To attend Harper College Radiologic Technology courses/clinicals, students are required to read and sign the following Assumption of the Risk and Waiver of Liability Relating to Communicable and Infectious Diseases. I am aware of the risks of exposure to Communicable and Infectious Diseases and that my participation in a Harper College Clinical Course may result in contracting the virus and/or spreading the virus to others.

- I understand that the nature of my courses/clinical may, at times, require me to encounter others and place me at higher risk of contracting a communicable and/or infectious disease. Also, clinical participation is mandatory, and regular attendance is required. I agree to follow all state, county, College, & affiliated hospital safety protocols including, but not limited to:
 - Follow proper hand-washing technique before and after all contact with all person's and associated equipment. Use an alcohol- based hand sanitizer when handwashing is not readily available.
 - Always follow required isolation protocols as part of instruction/participation (with appropriate PPE as required).
 - Follow proper use of PPE including gloves and eye protection for all person/patient/student/instructor contacts as needed/ required.

By signing this document, I acknowledge the contagious nature of communicable and infectious diseases and voluntarily assume the risk (known or unknown) that I may be exposed to or infected by attending or entering Harper College, affiliated hospitals, and clinical agencies and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected while attending Harper College Radiologic Technology program and affiliated hospitals and clinical agencies may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Harper College affiliated hospital/clinical employees, volunteers, and other students.

By signing this document, I, myself, heirs, personal representatives, and assigns, do hereby release, waive, discharge, and promise not to sue Harper College, affiliated hospitals and clinical agencies, the Board of Trustees, directors, officers, employees, volunteers, and agents for liability from any and all claims resulting in personal injury (including disability or death), accidents or illnesses, damage, and any losses of property, in connection with my attendance at Harper College, affiliated hospitals and clinical agencies, or participation in the Harper College Radiologic Technology program. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of Harper College affiliated hospitals and clinical agencies, its employees, agents, and representatives.

Student Print name:

Date:

Signature:

Date: