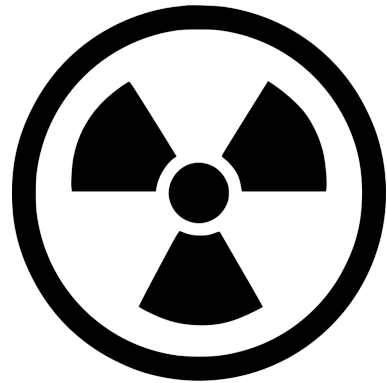




**Springfield Technical
Community College
STCC
School of Health & Patient Simulation**

**Diagnostic Medical Imaging
Radiologic Technology Program
RT (R)
Student Handbook**

2025-2026

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Welcome to the Radiography Program

Our faculty and staff at STCC are pleased to welcome you to the radiography program. We realize the hard work and effort it took for you to get to this point and trust that your experiences in the program will be both educational and enjoyable. This handbook is designed as your guide to general information and clinical pieces of the radiography program as well as a resource for both our department and for the general college. If you have any further questions you want to discuss over the next two years, I invite you to discuss them with me at any time. My door is always open to you.

Meaghan Piretti MSRS, BLS, RT (R) (ARRT)
Program Chair, Diagnostic Medical Imaging, Radiographic Technology RT

INTRODUCTION

The purpose of establishing policies and procedures is to inform the students in the Radiologic Technology Program at Springfield Technical Community College (STCC) what is expected of them as they progress through the **21 month program**.

All students electing to enter this program have accepted the challenge of completing, to the best of their ability, the academic and clinical requirements of this program. The high degree of competency required of each student is a reflection of the level of responsibility each student will accept during the training period and later as a registered technologist.

Radiologic technologists and students administer and control ionizing radiation exposure to the patients in their care. The safety and well being of patients and students is of the utmost concern. The faculty and College, as sponsors of the Radiologic Technology Program, have the responsibility to assist each student in the learning process in both the classroom and clinical setting. The faculty and College also have a responsibility of assuring the patients and the public that the students and graduates of this program have demonstrated appropriate levels of competence in the required duties and responsibilities of the profession.

Therefore, all students enrolled in the Radiologic Technology Program must adhere to the policies and procedures stated within this handbook while active in the program. These policies are in addition to the Springfield Technical Community College policies [STCC student policies](#)

Once you have successfully completed the program, you will be eligible to sit for the American registry of Radiologic Technologists Examination (ARRT). A prospective radiography student is advised that the ARRT examination board may not accept a student's application if he/she does not meet their ethics requirements for certification and registration.

<https://www.arrt.org/pages/earn-arrt-credentials/credential-options/radiography>

Radiologic Technology Department Directory

Didactic Faculty and Dean's

Name	Position	Phone	Office	Email
Christopher Scott	Dean of School of Health & Patient Simulation	(413)755-4961	20/320C	cdscott@stcc.edu
Kelli Goodkowsky	Assistant Dean of School of Health & Simulation	(413) 755-4786	20/209	kgoodkowsky@stcc.edu
Meaghan Piretti	Associate Professor Program Director	(413)755-4863	20/302F	mnpiretti@stcc.edu
Renee Paquet	Assistant Professor Clinical Coordinator	(413)755-4850	20/302K	rpaquet2201@stcc.edu
Lisa Jeronimo	Health Science Professor	(413)744-4951	20/	lmjeronimo@stcc.edu
Kelson Ettende-Modesto	Sectional Anatomy Professor	(413)755-5332	02/520	kjettienne-modeste@stcc.edu

Clinical Faculty & Clinical Preceptors

Name	Clinical Location & Position	Phone #	Email
Cody Marion	Baystate Medical Center Clinical Instructor	(413)794-5155	Cody.Marion@baystatehealth.org
David Killian	Baystate Medical Center Clinical Instructor	(413)794-5155	David.killian@baystateheath.org Dmkillian@stcc.edu
Melissa Martel	Baystate Medical Center Clinical Instructor	(413)794-5155	Melissa.martel@baystatehealth.org
Jen Horn	Baystate Medical Center Clinical Instructor	(413)794-5155	Jennifer.Horn@baystatehealth.org
Adrienne Burns	Baystate Pain Management Center Clinical Instructor	(413)794-5155	Adrienne.burns@baystatehealth.org
Dorreean Bourdeau	Baystate 3300 Main St. Tolosky Center Clinical Instructor	(413) 794-7063	Dorreean.bourdeau@baystatehealth.org
Melissa Richard	Baystate Wing Hospital Clinical Instructor/Supervisor	(413) 967-2272	Melissa.richard@baystatehealth.org
Sean Forhan	Baystate Wing Hospital Clinical Instructor	(413) 370-7011	Sean.forhan@baystatehealth.org

Katie Harris	Baystate Wing Hospital Clinical Instructor	(413) 370-7011	Katie.harris@baystatehealth.org
Karine Lamy	Baystate Noble Hospital Clinical Instructor	(413) 571-0000	Karine.Lamy@baystatehealth.org
Christina Farrell	Advanced Orthopedics New England Clinical Instructor	(860) 728-6740	cfarrell@ctortho.com
Dr. Kal Dulaimy	Radiologist Baystate Medical Center Physician Consultant	(413)794-3333	kal.dulaimy@baystatehealth.org

All clinical sites are recognized by the JRCERT

Clinical Site	Address & Phone
Baystate Medical Center	759 Chestnut street Springfield, MA 413-794-5155
Baystate Medical Center - Tolosky Center	3300 Main Street Springfield, MA 413-794-7603
Baystate Medical Center - Pain Management	3400 Springfield, MA 413-794-4681
Baystate Medical Center - Wing	40 Wright St, Palmer MA 413-370-7011
Baystate Medical Center - Noble	115 W Silver St Westfield, MA 413-571-1000
Advanced Orthopedics of New England	113 Elm St # 302, Enfield, CT 06082 860-728-6740

ACCREDITATION

Springfield Technical Community College (STCC) is accredited by:

New England Commission of Higher Education (NECHE)

Commission on Institutions of Higher Education
New England Association of schools and Colleges
3 Burlington Woods Drive, Suite 100, Burlington, MA 01803-4514
Tel: (781) 425-7785
Email: cihe@neasc.org
<http://www.stcc.edu/about-stcc/accreditation/>

The STCC Radiologic Technology program is accredited by:

The Joint Review Committee on Education in Radiologic Technology (JRCERT)

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Tel: (312)-704-5300
Email: mail@jrcert.org
<http://www.jrcert.org>

Massachusetts Department of Public Health Radiation Control Program (RCP)

Massachusetts Department of Public Health Radiation Control Program
Schrafft Center, Suite 1M2A
529 Main street, Charlestown MA, 02129
Tel: (617)-242-3035 Emergency Number: (617) 242-3453
Email: RadiationControl@massmail.state.ma.us
mas.gov

JRCERT Standards Policy

The STCC Radiologic Technology program adheres to standards established by the Joint Review Committee for Education in Radiologic Technology (JRCERT). The JRCERT promotes excellence in education and enhances quality and safety of patient care through the accreditation of educational programs. Programs accredited by the JRCERT must demonstrate that they are in substantial compliance with the relevant JRCERT accreditation standards: *Standards for an Accredited Educational Program in Radiography*. [JRCERT Standards](#)

[JRCERT Standards](#) for an accredited educational program in Radiography

Reporting Allegations of Non-Compliance

Any individual associated with the program has the right to submit allegations against a JRCERT accredited program if there is reason to believe that the program has acted contrary to JRCERT accreditation standards. Additionally, an individual has the right to submit allegations against the program if the student believes that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students. Contacting the JRCERT must not be the first step in the formal institutional or program grievance policy/procedure. The individual must first attempt to resolve the complaint directly with institutional/program officials by following the grievance policy/procedures provided by the institution/program. If the individual is unable to resolve the complaint with institutional/program officials or believes that the concerns have not been properly addressed, the individual may submit [allegations](#) of noncompliance directly to the JRCERT.

[JRCERT Reporting Process](#)

GRIEVANCE PROCEDURE

Student complaints or grievances regarding class or clinical, including complaints of possible non-compliance with the JRCERT Standards, should follow the College Grievance Policy. Policy located on the website: [STCC Grievance Policy](#)

Before employing formal procedures, students should address the complaint with the person directly involved, the Clinical Preceptor, Clinical Coordinator, or Program Director and finally, the Dean of Health and Patient Simulation, if the complaint is not resolved. If not resolved at the informal level, the formal process begins. Please refer to the [STCC Student Handbook](#) for specific instructions.

AFFIRMATIVE ACTION

Springfield Technical Community College is an **Affirmative Action/Equal Opportunity Employer**, and does not discriminate on the basis of race, gender, color, national origin, sexual orientation, age, religion, or disability in its educational programs or in admission to, access to, treatment in, or employment in its programs or activities as required by Title VI, Civil Rights Act of 1964; Title IX, Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973; and regulations promulgated there under 34 C.F.R. Part 100 (Title VI), 34 C.F.R. Part 104 (Section 504) 34 C.F.R. Part 106 (Title IX), and M.G.L. c516. All inquiries concerning application of the above should be directed to the Affirmative Action Officer and Title IX Coordinator; or the Section 504 Coordinator.

<https://www.stcc.edu/about-stcc/employment/affirmative-action-title-ix/>

ADMISSIONS

Admission into the STCC radiologic technology program is selective. **Applicants must meet the minimum application requirements and submit the necessary documents by March 31** to be considered for admission into the program the following fall semester. These requirements are in addition to any needed for general admission into Springfield Technical Community College. The Admissions Committee makes the decision for acceptance or denial and students are notified of their status. [Applying to DMIR Program](#)

Admission into the program does not guarantee clinical placement. Clinical affiliates have the right to refuse clinical placement based on criminal background information, health, performance or other reasonable cause.

Student applications will be evaluated and scored based on the admission prerequisites as noted below:

Admission Prerequisites:

- **Proof of High School transcript, GED or HISET**
- **English**
 - Completion of 4 yrs. of high school English (grade of C or higher*); OR
 - Placement examination score at ENG-101 level: OR
 - Successful completion of DWT-099 or a college level English (grade of C or higher*)
- **Math**
 - Completion of Technical Math 1(MAT-124) or its equivalent from an accredited college (grade of C or higher)
- **Medical Terminology**
 - Completion of Medical Terminology MED-100 (grade of C or higher); OR
 - Passing score on the STCC MED-100 challenge exam
- **Biology**
 - Completion of a college level Anatomy & Physiology 1 with a lab (such as BIO-231/231L) (grade of C or higher)
- **Chemistry**
 - Completion of high school Chemistry with a lab (grade C or higher); OR
 - Completion of a college level Chemistry with a lab (grade C or higher)

Notes:

- **Prerequisite courses must be current within 5 years** from the start of the program
- **Mid-semester grades** for applicable spring courses will be considered.
- **Conditional acceptances** will be given for applicants who have incomplete courses in the spring semester. The condition will state what final grade must be earned to gain full acceptance. Students not meeting stated conditions will not be granted admission to the program.
- **Program Length and Hours:** The program is **21 months**. The curriculum includes a summer session, (May- August, 12 weeks of 40 hours/week)
 - [Clinical Hours Breakdown](#)
- **Programmatic Technical Standards:** Students with disabilities must be able to meet the technical standards of the program with reasonable accommodations as defined by the ADA.
 - [Technical Standards](#)
 - Further detailed information is available at [ONET Online](#)

RADIOGRAPHY ADMISSION CRITERIA:

During the spring semester, students in the applicant pool are scored to determine their rank order. [Admissions Scoring Rubric DMIR](#)

The criteria for admission consideration are based on a **point weighted scale**.

- Applicants who have completed the following will be given priority consideration:
- Anatomy & Physiology 1, (B or higher, within 5 years)
- Anatomy & Physiology 2, (B or higher, within 5 years)
- College-level English Composition 1 & 2 (B or higher)
- Health Care Certification (EMT, MA, CNA etc.) Submit proof of certification
- Work experience in health related field/customer service experience (please submit a letter from an employer as evidence of employment with your application)

Note: There is no waiting list that carries over from year to year. If a student is not accepted for a given fall, they must reapply to be considered for the following year.

Additional Requirements for accepted students

[Additional Requirements RT](#)

Deposit:

If offered admission, a non-refundable \$50.00 deposit will be required to secure your acceptance to this Program.

College Costs

Allied Health students may be billed an additional program fee and liability insurance fee based on their program.

[STCC College Costs](#)

Please see the [Miscellaneous Fee chart](#) for more details.

Withdrawal from Radiologic Technology Courses:

The student who wishes to withdraw from a Radiologic Technology course must obtain a withdrawal form from the Registrar (building 19, room 169). [Registrar's Office](#)

- The student must meet with the program director who must sign the withdrawal form.
- The student and program director will discuss the readmission procedure.
- **An academic success plan with recommendations for readmission must be generated by the program director**, with a copy given to the student.
- Students are responsible for delivering the signed withdrawal forms to the Registrar's office before the official withdrawal date (date varies by semester; see academic calendar under quick links on the STCC website). [Academic Calendar](#)

READMISSION CRITERIA: PROCESS AND ELIGIBILITY:

- If you leave a health program for any reason and wish to re-enter the same program during the following academic year, you must petition the Dean, School of Health & Patient Simulation.
 - *See The Policy below.*
- If you leave a program for two full semesters, you may apply to the same health program under the same requirements as a new applicant.
 - Do not petition the Dean.

READMISSION POLICY:

[Policy - Readmission to a Health Care Program at STCC](#)

- A petition must be submitted by the date posted to the Dean of the School of Health Office, building 20, room 320.
- Submit a written petition no later than:
 - November 16 to be considered for readmission for Spring Semester,
 - February 1 to be considered for readmission for the Fall Semester.
- These dates may change from year to year.
 - Check the Dean's Office for changes in deadlines
 - 413.755.4510 or shps@stcc.edu
- In the written petition, explain how the cause or causes that resulted in leaving or being removed from the program have been resolved.
 - If the reason for leaving the program was medical in nature, a letter from a physician stating that it is safe for you to return is required.
 - [Medical Re-Entry Process STCC](#)
 - If the petition is approved, you will be subject to the program requirements stipulated in the year of your original admission.
 - Other conditions may be placed upon your re-entrance.
 - Return depends on a seat being available.

Once the written petition has been received by the Dean of the School of Health, the Readmissions Committee will meet to consider your particular circumstances.

The Committee will consist of the Dean, a Director or Program Chair, and faculty member from the program in which the student wishes to re-apply. Other members may be added as deemed appropriate by the Dean of the School of Health.

The Committee will make a decision based on the written response and documentation outlining how the issue/s that resulted in leaving the program

The following students will NOT be considered for readmission to the Radiologic Technology Program:

1. Any student who withdrew/ was withdrawn due to violation of the STCC Code of Conduct.
2. Any student who has failed or withdrew twice from a radiologic technology course, except for a medical withdrawal.
3. Any student who failed clinically due to unsafe Radiologic Technology Practices. (Unsafe practice is defined as an egregious behavior which threatens the physical or emotional well-being of a patient, visitor, peer, faculty member, other health care provider or the student him/herself).

Re-admission Notes:

- Re-admission of a student regardless of the reason for withdrawal is dependent on space availability in the program and cannot be guaranteed to any student.
- No student who has a GPA of less than 2.5 will be readmitted to the Radiologic Technology Program.
- Requests for re-admission are evaluated on an individual basis.
- Candidates who have withdrawn from the Radiologic Technology Program in good academic standing will be considered for readmission based on the reason for withdrawal and the length of time since withdrawal (must be less than 2 years).
- A candidate for readmission must have successfully completed at least one full semester in the STCC Radiologic Technology Program.
- Readmitted students must follow core admission guidelines (health records, CPR, drug screening, CORI/SORI requirements, etc.) of the Radiologic Technology Program.
- A student may only be enrolled in the program a total of two times.
- Readmitted students must repeat all clinical courses.

PROGRAM MISSION, GOALS, & STUDENT LEARNING OUTCOMES

MISSION STATEMENT

The mission of the Springfield Technical Community College Radiologic Technology Program is to graduate students with an Associate of Science degree in the curriculum of Radiologic Technology, and provide the skills and knowledge necessary to enter medical imaging professions.

The Radiologic Technology Program strives to educate radiologic technology students in the knowledge and skills required to become qualified, professional practitioners who provide quality service and care to the community. In addition, it offers a base of liberal arts education courses designed to broaden intellectual perspectives, and prepare students to be productive and responsible citizens who adequately respond to diverse populations with respect to age, social, cultural and economic conditions.

Upon completion of the Radiologic Technology program from Springfield Technical Community College, graduates will be awarded an Associate in Science degree and will be eligible to apply for the National Board Examination in Radiologic Technology administered by the American Registry of Radiologic Technology (ARRT).

Additionally, the program supports the overall [STCC Mission](#) as stated by the College.

GOALS

Goal 1: Students will demonstrate effective communication skills.

Student learning outcomes:

1. *Students will demonstrate effective written communication skills (1.1)*
2. *Students will demonstrate effective oral communication skills (1.2)*

Goal 2: Students will demonstrate clinical competence.

Student learning outcomes:

1. *Students are able to perform routine positioning skills (2.1)*
2. *Students will provide appropriate patient care (2.2)*
3. *Students are able to apply appropriate technical factors(2.3)*

Goal 3: Students will demonstrate critical thinking and problem solving skills.

Student learning outcomes:

1. *Students will demonstrate knowledge of diagnostic radiographic quality (3.1)*
2. *Students will modify imaging parameters for non-routine procedures (3.2)*
3. *Students will demonstrate critical thinking through problem solving exercises (3.3)*

[Program Effectiveness Data](#)

STUDENT LEARNING OBJECTIVES:

In order to become conscientious professionals, and because, as practitioners, radiographers have a moral, ethical and legal duty to their employers and the public, the following behavior objectives are included in all Radiography courses.

The student will strive to develop the following professional behaviors as evidenced by the ability to:

- Respect the legal implications of actions.
- Assume responsibility for following policies/procedures/theory and practice guidelines as demonstrated by instructors.
- Identify patient care considerations before, during and after radiologic procedures.
- Assume responsibility for learning, personal health, safety and scheduled work time.
- Accept and apply supervisory guidance and constructive guidance.
- Demonstrate professional behaviors and ethical conduct that demonstrate respect for people at all levels, (including peers), for the institution STCC & affiliating hospitals that provide opportunities.
- Appreciate the responsibility and/or challenge to develop self-initiative.
- Grasp new experiences/develop the ability to work with stress, ambiguity in time constraints realistically appraise the setting and situation.
- Work as a member of a team, vertically and horizontally, respecting the contributions and differences of members. Additionally, sets up harmonious, positive relationships.
- Recognize the strengths and limitations within the self that enhance or impede self-development as a radiographer, classroom learner, and member of a team or member of society.

PROGRAM CURRICULUM

The STCC Radiologic Technology Program prepares graduates to immediately enter the workforce as a professional in the field of diagnostic medical imaging. The Radiologic Technology Program provides a well-structured, academic, and competency-based curriculum that prepares students to practice in the discipline of radiography. Through classroom, laboratory, and clinical coursework, students develop an understanding and competency of the following content areas: patient care, radiation physics, radiobiology, radiation protection, image production, equipment operation, quality assurance, and various radiographic procedures. Students who successfully complete the program will receive an Associate of Science degree in Radiologic Technology, meeting the American Registry of Radiologic Technologists education requirement for certification as a registered radiologic technologist. Transfer into a baccalaureate degree program in health-related fields is possible. [Program Curriculum](#)

Degree awarded: A.S., Radiologic Technology

PREREQUISITE REQUIRED COURSES: 10 credits

- MED 100 - Medical Terminology *Credit(s): 3*
- MAT 124 - Technical Math *Credit(s): 3*
- BIO 231 - Human Anatomy and Physiology I *Credit(s): 4*
- College Level Chemistry course OR High School Chemistry

GENERAL EDUCATION REQUIREMENTS: 16 credits

- ENG 101 - Composition I *Credit(s): 3*
- ENG 102- Composition II *Credit(s): 3*
- Social Science Elective (Psych or Soc) *Credit(s): 3*
- BIO 232 - Human Anatomy and Physiology II *Credit(s): 4*
- CMP 106 - Computer Basics: Concepts & Applications *Credit(s): 3*

Notes:

1. To count towards degree completion the following courses must be **dated no more than five years prior to the program start date:**
 - MAT 124
 - BIO 231
 - BIO 232
 - Chemistry - College Level or High School
2. **A grade of C (73%) or better is required in all courses** and prerequisites to remain in and graduate from this program.

Course Descriptions can be found in ARIES [Advising, Registration, Interaction, Education System](#)

PROGRAM REQUIREMENTS: 48 credits

First Fall Semester

- RDG 101 - Foundations of Radiography *Credit(s): 2*
- RDG 113 - Equipment Operation Control *Credit(s): 3*
 - RDG 113L - Equipment Operation Lab
- RDG 111 - Radiographic Positioning I *Credit(s): 4*
 - RDG 111L - Radiographic Positioning 1 Lab
- RDG 102 - Introduction to Clinical Practicum *Credit(s): 1*
- MED 133 - Health Science 2 *Credit(s): 3*
 - MED 133L - Health Science 2 Lab

First Spring Semester

- RDG 112 - Radiographic Positioning 2 *Credit(s): 4*
 - RDG 112L - Radiographic Positioning 2 Lab
- RDG 132 - Image Production and Evaluation *Credit(s): 3*
 - RDG 132L - Image Production Lab
- RDG 121 - Clinical Practicum 1 *Credit(s): 2*

Summer Semester

- RDG 122 - Clinical Practicum 2 (12 weeks) *Credit(s): 4*

Second Fall Semester

- RDG 211 - Radiographic Positioning 3 *Credit(s): 3*
 - RDG 211L - Radiographic Positioning 3 Lab
- RDG 240 - Special Procedures and Radiopharmaceuticals *Credit(s): 2*
- RDG 221 - Clinical Practicum 3 *Credit(s): 3*

Second Spring Semester

- RDG 252 - Radiation Protection and Biology *Credit(s): 2*
- RDG 254 - Seminar Quality Control *Credit(s): 3*
- RDG 222 - Clinical Practicum 4 *Credit(s): 3*
- BIO 240 - Sectional Anatomy *Credit(s): 3*
 - BIO 240L - Sectional Anatomy Lab

TOTAL: 71 CREDITS

[RDG Course Descriptions](#)

Note- PHY 213 was removed from the program curriculum starting in September 2025

ACADEMIC STANDARDS

For a student to remain in good standing within the program, a **"C" grade (73%) must be maintained in each Radiologic Technology (RDG) courses and program required courses.**

If a student is failing to meet the academic and/or clinical objectives of a course, they will be notified by their instructor. The student will be offered assistance in the form of an academic success plan. A Plan for Success requires the student to engage with the instructor to identify areas of weakness, and implement a targeted plan for addressing the academic or clinical objectives that are not being met.

Failure to raise the final grade to the required level will result in dismissal from the program. Dismissal from the program for failure to maintain the required grade average, however, does NOT require the student to terminate their study at the College. Students may transfer into other programs offered at the College.

Due to the extensive and comprehensive nature of the courses and clinical experience/internships found in this program, it may not be possible for the student to participate in regularly scheduled College activities or course offerings.

Classroom Education Attendance

Students are required to attend all classes in the Radiologic Technology curriculum as outlined by their course instructor. Excessive absence (defined in each course syllabus) is cause for dismissal from the program. Active participation of the student in class as well as self-directed learning outside of the class are behaviors expected of all Radiologic Technology students.

Students must follow the class attendance policy of the instructors. **Excessive absences (3) from any class will result in dismissal from the program.**

Students are required to take all the courses outlined in the Radiologic Technology curriculum. Students should not drop or withdraw from any required course without consulting their advisor.

The student must assume responsibility for all work missed. The policies for making up quizzes/examinations are found in the individual instructor's class syllabus and must be adhered to.

Jury Duty Policy

Any student who receives a notice to act as a jury member must immediately notify the program director, clinical coordinator and their clinical preceptor. Students attending jury duty must show documentation of attendance for jury duty in order to qualify for an excused absence. 7.5 hours of clinical practice will be excused for Jury Duty. The allowance of an excused absence does not preclude the student's need to complete all requirements of their clinical and didactic experiences, which may involve make-up of specific course contact hours.

Personal Electronic Devices

The use of personal electronic devices, including but not limited to: cell phones, cameras, etc. are prohibited during all classroom and clinical education experiences. Digital voice recorders and tablet devices are permitted under the discretion of the course instructor.

Social Media Policy

Students are prohibited from taking pictures of patients and/or of radiographs. Students are prohibited from posting any content that includes personal health information of any patient. This includes but is not limited to radiographs, medical records, or PACS data. Students are also prohibited from distributing or displaying any official documents of the STCC Radiology Technology Program or affiliated clinical sites. Students may not post private, identifiable, information about fellow students, staff, faculty, etc. without their prior consent. This policy is in addition to any existing policy of STCC or clinical affiliates.

Grading

Springfield Technical Community College [grading scale](#) is as follows:

93 + = A	80-82 = B-	67-69 = D+
90-92 = A-	77-79 = C+	
87-89 = B+	73-76 = C	
83-86 = B	70-72 = C-	

Non-Credit* *Non-credit courses are not figured into the Quality Point Average.

Matriculation Policy

A student must receive a passing score of C (73%) in each Radiologic Technology and all courses required for the program. All course assignments must be completed in order to pass the course. If assignments are not completed, the student will earn a failing grade for the course.

- An automatic probation period begins if a student's average in any course is below minimum 73%.
- If the student fails to bring the grade up to 73% by the end of the course, probable termination will result.
- Incomplete grades are not given.
- A minimum grade of 73% is required in all courses in order to continue matriculation.
- Clinical evaluation grades are assigned every rotation.
 - Failure to have all paperwork turned in by the specified date prior to the next rotation will result in a grade of zero (0).
 - It is the student's responsibility to make certain the paperwork is turned in on time.
 - Failure to check clinical paperwork for completeness may result in termination.
 - See also mandatory competencies per semester. [Mandatory comps per semester](#)

Grade Appeal Process:

An appeal procedure is available should a student feel that a grade is not justified. Appeals must be taken seriously and should only be made when the student feels there is strong evidence of unfairness or bias.

1. The student must discuss his/her concerns with the instructor.
2. If no agreement can be reached with the instructor, the student may appeal to the Department Chair.
3. Finally, the student may continue the grievance/appeal process by contacting the Dean of the School of Health & Patient Simulation.

Grievance and Appeal:

Complaints:

If a student has a concern about an issue that relates to the academic or clinical components of the program, he/she is advised to discuss this with either the Clinical Instructors, Clinical Coordinator or the Department Chair. If the concerns are not reconciled using this approach, the student is referred to the Dean of the School of Health and Patient Simulation, whose office is located in building 20, room 320.

Please see the Student Grievance Procedures – Massachusetts Community Colleges section of the STCC student handbook at [Grievance Procedure](#)

1. [Level one informal procedure](#)
2. [Level two formal procedure](#)

Privacy of Records:

STCC is committed to protecting the privacy of student's educational records, and abides by the Student Information Privacy Policy. The Family Educational Rights and Privacy Act (FERPA) of 1974 affords students certain rights with respect to their academic records.

[Student Records](#)

Academic Integrity

The college is an academic community whose mission is to promote learning through the acquisition, preservation, and transmission of knowledge. In order to achieve this goal, the college must create and maintain an atmosphere that promotes honesty and the free exchange of ideas, which is the essence of academic integrity. In this setting, all members of the institution have an obligation to uphold high intellectual and ethical standards, which, in turn, help maintain the highest standards of academic excellence.

To establish this positive learning environment, students must recognize that their role in their education is active; you, as a student, are responsible for your learning. Specifically, it is your responsibility to protect your own work from inappropriate use by others, and to protect the work of other people by providing proper credit for their ideas. In addition, your behavior must exemplify academic honesty at all times, and you should encourage such behavior in others.

Actions constituting violations of academic integrity include, but are not limited to, the following:

- **Plagiarism:** the use of another's words, ideas, data, or product without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as your own, or working jointly on a project and then submitting it as your own. Unintentional plagiarism may occur when students are unaware of the proper methods to use in crediting sources. Whether intentional or not, plagiarism is a violation of the college's standards of academic integrity; you are responsible for learning and following the rules for proper use of sources.
- **Cheating:** the use or attempted use of unauthorized materials, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; unauthorized copying from or collaboration with another person.
- **Fabrication:** intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
- **Collusion:** assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for your own benefit.
- **AI Generated Content:** Representing work that you did not produce as your own, including work generated or materially modified by AI, constitutes academic dishonesty. The use of ChatGPT or any other generative artificial intelligence (AI) tools at all stages of the work process, including preliminary ones, is prohibited. Violations of this policy will be considered academic misconduct. We draw your attention to the fact that different classes at STCC may implement different AI policies, and it is the student's responsibility to conform to expectations for each course.

The Radiologic Technology program along with the rest of the Springfield Technical Community College community takes academic integrity very seriously. Please refer to your STCC student handbook for additional information.

[STCC Academic Honesty Policy](#)

STCC POLICY ON DISRUPTIVE BEHAVIOR:

Behavior, which disrupts the establishment or maintenance of the learning environment, may result in the student responsible for such behavior being removed from the classroom by the instructor. The student may also be subject to further disciplinary action by the Dean of Student Affairs.

The disruptive student has the following rights:

- To be clearly informed of the problem or behavior in question.
- To have a clear understanding of the consequences of not modifying the behavior.
- To have an opportunity to modify the behavior.
- In order to provide for due process, the instructor will follow the protocol below:
- In any situation where there is violence, or the threat of violence, call Campus Police immediately at ext. 4220 or ext. 3911.
- In any other situation, speak with the student (preferably in private) about the problem, referring to your syllabus and the college policy on disruptive behavior and the possible consequences.
- If the behavior occurs again, fill out a Disruptive Behavior Notification, share it with the student and request their signature. If they refuse to sign, please note that on the form. Copies will be forwarded to the appropriate offices.
- If the behavior persists and you believe that removal of the student is the only option, please fill out a Request for Withdrawal for Disruptive Behavior and the student will be administratively withdrawn from the course.

If at any time during this process the instructor feels threatened, uncomfortable or intimidated by a student exhibiting erratic behavior, either the Campus Police (ext. 4220) or the Office of Student Services (ext. 4029) should be notified immediately.

Emergencies - On Campus:

The emergency phone number on campus is **911** and should be used to report all emergencies such as injury, fire, etc. The non-emergency phone number on campus is Campus Police: **755-4220**. See the STCC Emergency Guides for more specifics: <https://www.stcc.edu/police/>

[STCC Emergency Preparedness](#)

Workplace Harassment:

POLICY STATEMENT:

Springfield Technical Community College and their affiliates provide a work environment that is free from unlawful harassment based on sex, race, color, religion, national origin, age, disability or any other basis protected by law. Harassment of or by employees, patients, medical staff, volunteers, visitors, students, or others will not be tolerated.

1. **Sexual Harassment** - Sexual harassment is a form of prohibited conduct. Sexual harassment includes, but is not limited to, offensive comments, jokes, innuendo and other sexually oriented statements, unwelcome sexual advances, sexually suggestive items, including pictures, print or electronic materials, and other verbal and physical conduct directed at a person's sex or gender in situations where:
 - a. Submission to or rejection of the conduct is used, or is threatened to be used, as a condition of employment or as the basis for employment decisions
 - b. The conduct unreasonably interferes with an individual's job performance or creates a work environment that is intimidating, hostile, or offensive.
2. **Other Forms of Harassment** - Harassment based on race, color, religion, national origin, age, disability or any other basis protected by law is also prohibited conduct. These forms of harassment include, but are not limited to, offensive comments, jokes and innuendo, discriminatory intimidation or ridicule involving statements, pictures, print or electronic materials, and other verbal and physical conduct directed at a person because of their race, color, religion, national origin, age, disability or other protected status in situations where:
 - a. Submission to or rejection of the conduct is used, or threatened to be used, as a condition of employment or as the basis for employment decisions
 - b. Such conduct unreasonably interferes with an individual's job performance or creates a work environment that is intimidating, hostile, or offensive.
3. **Reporting Requirement** - The clinical site relies on its employees and students to create and maintain a workplace free of unlawful harassment. Anyone who experiences or witnesses any form of harassment must promptly report the incident to one of the following: a supervisor, department director, the manager of Human Resources, or the vice president of Human Resources. The report will be investigated promptly, and will be kept as confidential as possible. Students will not be penalized in any way for reporting a harassment problem. If possible, such a report should include:
 - Date and time of incident,
 - Name of alleged perpetrator,
 - Name of subject of harassment,
 - Factual, objective description of the incident,
 - Names of other individuals who may have witnessed the incident.

Harassment Resources

- [Sexual Harassment Policy](#)
- [Domestic Violence Resources](#)
- [Harassment Prevention Orders](#)
- [Title IX](#)

STUDENT INFORMATION/RESOURCES

Adverse Weather/Cancellation Policy

Classroom

Springfield Technical Community College may close, cancel or delay classes in response to weather or other unanticipated events. Cancellations will be posted on the STCC website, email notice will be sent, and a text message will be sent through the RAVE alert system.

Clinical

If classes are delayed due to severe weather students should report to the clinical site at the specified time of opening.

- Example: If STCC opens at 10 am, clinical will start at 10 am

If STCC is closed for the day due to severe weather, then all clinical sites are canceled including evening rotation.

- Time missed due to inclement weather (college declared canceled) will not be made up unless more than 2 days are missed in the semester.

Holiday Policy

The College is closed for holidays indicated in the [STCC Academic Calendar](#). Students may not attend clinical on College holidays or when the College is closed.

STCC Emergency Plan

The Springfield Technical Community College (STCC) Comprehensive Emergency Management Plan (CEMP) provides a framework for prescribing policies, responsibilities, and procedures for the regulation and use of resources and facilities for the preparation, prevention, response, and recovery to natural, technological and man-made emergencies that may affect STCC's population, facilities, or infrastructure.

<https://www.stcc.edu/media/departments/police2fparking/Executive-STCC-CEMP.pdf>

DMIR [Academic Contingency Plan](#)

DMIR [Clinical Practice Contingency plan](#)

Energized Lab Resources:

Sectional body phantoms: Phantom body parts are kept in the STCC Radiologic Technology Lab at STCC. Available phantom body parts are as follows:

- Full body imaging phantom
- Right elbow (transparent)
- Right ankle (transparent)
- Right lower extremity; hip to foot

Equipment - Stationary and Portable x-ray machines, CR and DR processing and grids.

Support Services

A full list of student support can be found on the website <https://www.stcc.edu/resources/>

- Condensed quick links <https://www.stcc.edu/resources/quick-links/>
- Campus and Community Resource Guide

 Campus and Community Resource Guide Spring 2022.pdf

The Center for Access Services (CAS) provides STCC students with a broad range of non-academic support. CAS staff help students overcome barriers that stand in the way of self-sufficiency, allowing them to succeed and stay in school. The CAS office houses a variety of services and initiatives, including free school supplies and the RAM Cupboard, which provides groceries and meals to students facing food insecurity.

CAS staff also connect students to on-campus resources and provide referrals to community social service agencies that help individuals overcome a variety of issues including, but not limited to: financial challenges, food insecurity, homelessness, substance abuse, and various state and federal benefits. [Center for Access Services](#)

INFORMATION TECHNOLOGY (IT)

An STCC Account gives you access to log onto STCCNet portal, Gmail, Blackboard, ARIES, Password Manager, and STCC computers and printers. The same username and password are used to log in to all STCC Account systems. For help accessing your STCC Account please see the [Getting Started with STCC Account page](#).

The Information Technology Department (IT) provides a wide range of technology services and support for students, faculty, and staff. IT delivers many services to the college in the following areas:

- **Help Desk and User Support**
 - **Email:** webmaster@stcc.edu
- Computer labs and classroom technology
- Network and servers
- Software applications
- Blackboard
- ARIES

[Tech Tutorials & FAQ's](#)

[IT Policies Page](#)

[Acceptable Use of Information Technology Resources Policy](#)

STCC Library:

Springfield Technical Community College Library [Library](#)

- Building 19

GRADUATION REQUIREMENTS:

All students must meet minimum requirements prior to graduation.

1. Their school account must be paid in full.
2. All program courses must be satisfactorily completed, with a passing grade.
3. All required make-up time must be completed.
4. Students will demonstrate all terminal competencies

Students who do not complete all graduation requirements by the anticipated date of graduation may be eligible to re-apply to the program according to STCC guidelines.

DMIR Graduation Requirements

Graduates of the STCC Radiologic Technology Program:

Graduates receive an Associate of Science degree in Diagnostic Medical Imaging (DMIR AS.) and are eligible to take the certification examination of the American Registry of Radiologic Technologists (ARRT) to become certified as a Registered Technologist, R.T.(R). Successful completion of certification makes the graduate eligible for state licensure.

American Registry of Radiologic Technologists - Certification Examination:

Certification and registration is the recognition of an individual who satisfies certain standards within a profession. Employers, state licensing agencies, and federal regulators look at the ARRT credential as an indication that a person has met a recognized national standard for medical imaging, interventional procedures, and radiation therapy professionals. As outlined in ARRT's "Equation for Excellence," candidates for ARRT certification and registration must meet basic education, ethics, and examination requirements to become eligible.

Education Requirements for Radiography Certification and Registration:

- Radiography certification and registration candidates must have within the past three years successfully completed a radiography educational program that is accredited by a mechanism acceptable to the ARRT.
- As part of their education, candidates must also demonstrate competency in didactic coursework and an ARRT-specified list of clinical procedures by completing the Radiography Didactic and Clinical Competency Requirements.
- [ARRT Didactic and Clinical Requirements](#)

Ethics Requirements for Radiography Certification and Registration:

- Be a person of good moral character and must not have engaged in conduct that is inconsistent with the ARRT rules of ethics.
- Agree to comply with the ARRT Rules and Regulations and the ARRT Standards of Ethics.
- [ARRT Ethics Requirements](#)

Examination Requirements for Radiography Certification and Registration:

- After having met the education and ethics requirements, candidates for Radiography certification and registration must pass ARRT's Radiography examination, which assesses the knowledge and cognitive skills underlying the intelligent performance of the tasks typically required of staff technologists practicing at entry-level within the discipline.
- The ARRT Board of Trustees shall have the right to reject the application of any person for certification as the Board determines in its sole and absolute discretion that the person does not meet the qualifications for certification.
- The ARRT examination is a computer-based test. Application booklets are available from the program director. Submission of the application and associated fee to the ARRT is the responsibility of the student.
- If the student fails to meet all program graduation requirements, the program has the duty to inform the ARRT that the student is ineligible for a certificate until all program requirements have been achieved.

ARRT Content Specifications [ARRT Content Specs](#)

ARRT Exam Information [ARRT Exam Information](#)

Beyond Initial Certification and Registration:

Once you become certified and registered, the credential needs to be maintained.

- R.T.s must agree to comply with the ARRT Rules and Regulations and ARRT Standards of Ethics each year
- Meet the Continuing Education Requirements every two years
- Complete the Continuing Qualifications Requirements (CQR) every 10 years.

Ethics Violation Reporting

- Beginning January 1, 2017, R.T.s will be required to **notify ARRT of any potential ethics violation within 30 days of the occurrence** or during their annual renewal of certification and registration, whichever comes first.
- [ARRT Ethics Violation Reporting](#)

Student Employment Status:

The radiologic technology program **does NOT GUARANTEE EMPLOYMENT** after graduation.

- Students seeking employment must do so on their own, the same way anyone else would when applying for a similar position.
- Students are not permitted to count work hours as school hours or to simultaneously complete work hours and school clinical hours.
- School policies apply to students, employee policies apply to employees. Student performance applies to students, job performance applies to employees.

CLINICAL PLACEMENT REQUIREMENTS

Admitted students must meet additional requirements for clinical placement. Failure to meet the requirements may result in your dismissal from the program.

Essential Functions

The following essential functions are necessary to successfully complete the Radiologic Technology program. In some cases, assessment and developmental courses may help students meet these standards. These functional abilities may be performed with reasonable accommodation. This information is provided to allow students to assess their own capabilities.

To ensure patient safety, students throughout the program must be able to demonstrate:

1. Physical

- Helping in positioning patients who may be comatose, paralyzed, or otherwise incapacitated, from wheelchairs and beds, to x-ray tables, and vice versa.
 - This includes **regular lifting, pulling and pushing of 40+ pounds.**
- **Handling and moving objects-** use of hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- **Continuously reaching above shoulder level, frequently while holding objects.**
- **Standing and walking for extended periods of time**
- **Positioning, placing and moving equipment,** i.e. image receptors, portable x-ray machines, and overhead equipment, as radiography requires positioning the x-ray tube hanging from the ceiling to various areas of the room.
- **Response to signals such as sound and light from a distance of 15 feet,** as control panels and exposure switches are located in rooms or paneled areas separate from the x-ray table on which patients are placed.
- Visual determination of differences in gradual changes in blacks, grays, and whites for purposes of **judging images for technical quality.**

2. Communicative

- Knowledge of the structure and content of the English language.
- **Active listening-** giving full attention to what others are saying, taking time to understand the points being made.
- **Oral comprehension-** the ability to listen and understand information and ideas presented through spoken words and sentences.
- **Speech clarity-** the ability to speak clearly so others can understand you.
- **Speech recognition-** the ability to identify and understand the speech of another person
- **Written expression-** the ability to communicate information and ideas in writing so others will understand.
- **Communicating with others-** providing information to supervisors, co-workers, and Physicians by telephone, in written form, e-mail, or in person.
- **Interacting with computers-** using computers and computer systems including hardware and software.
- **Civility-** polite, respectful, and professional behavior exhibited in classroom and clinical setting

3. Cognitive

- The ability to fill syringes and enema bags, manipulate locks on equipment, and follow isolation procedures
- **Problem sensitivity**- the ability to tell when something is wrong or is likely to go wrong.
- **Control precision**- the ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions
- **Clinical decision making**- gather, analyze and draw conclusions from data

4. Emotional

- **Dependability**- requires being reliable, responsible, dependable, and fulfilling role obligations.
- **Integrity**- requires being honest and ethical
- **Cooperation**- requires displaying a good-natured, cooperative attitude
- **Self control**- requires maintaining composure, keeping emotions in check, controlling anger and avoiding aggressive behavior even in very difficult situations.
- **Concern for others**- requires being sensitive to others needs and feelings.
- **Initiative**- requires a willingness to take on responsibilities and challenges.
- **Stress tolerance**- requires accepting criticism and dealing calmly and effectively with high stress situations.
- **Adaptability/flexibility**- requires being open to change and to considerable variety in the workplace.

Definitions from: the *Summary Report for Radiologic Technologists*

<https://www.onetonline.org/link/summary/29-2034.00>

If you wish to discuss reasonable accommodation, please contact the Office for Students with Disabilities and Deaf Services. [STCC ODS](#)

Employment

Because of the heavy academic and clinical experience schedule and requirements of the Radiologic Technology Program, part-time work must be flexible. If sufficient financial aid is not available to the student and the student must work part-time, it is the recommendation of this program that employment not exceed 15 hours per week. Working overnight shifts (3rd shift) prior to a clinical day is highly discouraged due to safety concerns for both patients and the student.

The hours of employment must be established to not conflict with class hours or clinical affiliate experience. **Requests for permission to leave clinical due to a work schedule will be denied.**

HIPAA Policy

Health Insurance Portability and Accountability Act of 1996 (HIPAA) is federal legislation for the protection and confidentiality of health information. All Radiologic Technology students are required to complete HIPAA training. Students are provided content related to HIPAA during RDG 101 Foundations of Radiography.

Clinical facilities require site specific training in addition to STCC Radiologic Technology Program HIPAA training. Students must comply with all clinical site training requirements.

CPR

All students are required to be certified in Basic Life Support (BLS Provider) through the American Heart Association prior to attending clinical and must maintain certification throughout the duration of the program. **CPR certification is included in MED 133 Health Science 2 Curriculum.**

CORI/SORI

Criminal and sexual offender background checks are required to participate in clinical courses. Accepted students must pass the requirements of a CORI - Criminal Offender Record Information and SORI - Sex Offender Registry Information. Additionally, an applicant who has been convicted of a crime (misdemeanor or felony) prior to or during the program must contact the American Registry of Radiologic Technology (ARRT) to determine their eligibility to take the registry exam. All must meet ARRT ethics requirements to sit for the registry exam.

American Registry of Radiologic Technologists

1255 Northland Drive

Saint Paul, Minnesota 55120-1155

<https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-requirements>

Health Insurance Coverage

All students must be covered by health insurance either through the college or through their personal health plan for the duration of the program. Failure to provide documentation of health insurance coverage may lead to clinical suspension and/or programmatic dismissal.

Liability Insurance

Each student must hold liability insurance. This is offered as a group policy (at a group rate) through the program. The fee will appear on the student's bill.

Drug Screening Policy

Admitted students are required to submit to a 10 panel drug screen prior to attending clinical. In addition, a clinical facility may require the student to submit and pass random drug screening analysis in order to remain at that facility. If a student fails drug screening, retesting occurs within 24 hours of notification of results. Failure to pass a drug screen or refusal to submit to screening will make the student ineligible for clinical placement. Failure and/or refusal for drug screening are grounds for immediate removal from the Health Science Division Program. All screening will be at the student's own expense. [Drug Screening Policy](#)
[Radiology Program Health Requirements](#)

Health and Immunization Requirements

Students are required to meet and maintain health requirements that comply with Massachusetts Department of Public Health standards and standards set forth by the hospital clinical affiliates. Failure to meet the health requirements or submit the proper documentation may jeopardize placement at the clinical site and/or in the Radiologic Technology program. Responsibility for any sickness or injury occurring during the course of the program is the responsibility of the student. These requirements include documentation of the following:

- Measles, mumps, rubella vaccination or positive titer
- Varicella vaccination or positive titer
- Meningitis vaccination (for those under the age of 21)
- T-Dap (tetanus, diphtheria, pertussis) vaccination
- Influenza vaccination (annual requirement)
- COVID-19 vaccination
- Hepatitis B vaccination AND positive titer (since the vaccination process for Hepatitis B takes place over 6 months, applicants are encouraged to start this process in advance of application)
- Tuberculosis screening (annual requirement)
- Physical examination dates no more than one year prior to program start
- Students will submit required health records to Castlebranch, a third party vendor contracted by Springfield Technical Community College to verify, track, and maintain documents.
 - Students must establish and maintain an account.
 - Any prolonged illness or injury resulting in substantial loss of clinical experience hours obligates the student to make up this time before completion of program/awarding of diploma.
- Didactic course attendance policies must be met.
 - Only clinical courses can be rescheduled when the faculty agrees that the student's situation is "extraordinary" and the student's education would not be jeopardized by the change.

Students must notify faculty immediately of any change in health status including those listed in this manual or any that may cause the student to be unable to meet the physical requirements of the program. Students may be required to provide documentation of medical clearance if they become ill or injured during the course of the program. [Radiology Program Health Record Checklist](#)

CLINICAL POLICIES

Clinical coursework is an integral part of the Radiologic Technology Program. Through clinical courses, students meet the clinical competency requirements prescribed by the ARRT needed to complete the program. Clinical experience can be challenging and rewarding. Each clinical site has a clinical preceptor who provides students with clinical instruction and supervision, evaluates student clinical competence, supports student education, and enforces program policies and procedures. Clinical policies provide students with a framework to successfully navigate the clinical environment. Students must adhere to all clinical policies and procedures.

Clinical Assignments

Students are rotated through the various rooms in the medical imaging department and through two different clinical affiliates in the program to ensure a variety of learning experiences. Current clinical affiliates include:

- **Baystate Medical Center, Springfield, MA**
- **Tolosky Center (3300), Springfield, MA**
- **Pain Management Center (3400), Springfield, MA**
- **Baystate Noble, Westfield MA**
- **Baystate Wing, Palmer MA**
- **Advanced Orthopedics New England, Enfield, CT**

Students may be placed at any of the clinical sites. Students are responsible for their own transportation to and from the clinical site.

On a Weekly or bi-weekly basis students are assigned to one of the radiography rooms in the department in order to obtain experience in routine radiographic procedures, fluoroscopy, portable examinations, operating room, and emergency room studies. Observation of CT scanning, MRI and Bone Density may be offered and/or scheduled at least once during the program.

Nuclear medicine, Mammography, Ultrasound, and radiation therapy rotations are possible observations for those students wishing to elect this option.

Clinical Behavior:

1. The student will view his or her images with a certified technologist in the radiology department as their supervisor.
2. Any staff technologist may instruct and direct the clinical actions of the students.
3. The student is expected to follow the instructions and directions of the technologists in the radiology department, unless contradictory to school policy. Failure to do so will be considered insubordination.
4. Inappropriate remarks or requests from staff, fellow classmates or physicians should be reported to the Program Director immediately.

Off-duty Visitation:

1. Students should observe the approved hospital visiting hours.
2. Students not on duty must not be in the clinical area except for assignment preparation or with special visiting permission.
3. No clinical procedures are to be performed when not on duty.

Parking:

Students must adhere to all signs and rules of the College and Clinical Site with regard to parking. Parking violations, i.e. parking in visitors' lot, may result in immediate suspension or dismissal from the program.

Clinical Dress Code

Students are expected to come prepared to the clinical area. Variations in clinical requirements will be explained by each clinical instructor. Students will adhere to the clinical dress code:

- **UNIFORMS:** Black scrub pants with a dark gray scrub top . Clean. Ironed. Hospital identification as directed. White or black shoes, no open toes or heels. A gray scrub jacket may be worn for those who need another layer or a white, gray or black long sleeve T-shirt may be worn UNDER the uniform. Sweaters and hooded sweatshirts may NOT be worn over the uniform. Midriff must not be visible. **STCC student patch placed on right cuff.**
- **HAIR:** Neat. Clean. Longer than shoulder length hair must be pulled back off the face and off the collar. Neon hair colors are not acceptable. Facial hair must be neatly trimmed so that it is completely covered by a single surgical mask.
- **FINGERNAILS:** Fingernails should be clean and of reasonable length (no longer than 1/4 inch past the fingertips). **Artificial nails and nail polish are not permitted** due to infection control.
- **JEWELRY:** Watch and wedding rings are permitted. Necklaces may be worn under the uniform. For those with pierced ears, earrings must be 1 inch in diameter or less. All other visible piercing adornments must be removed, including tongue rings.
- **IDENTIFICATION:** Assigned student identification provided by each hospital, and radiation dose monitor must be worn.
- **MARKERS:** Lead markers with the student's identification are required. These are provided by Baystate Medical Center. Students will be responsible for replacement if lost.
- **TATTOOS:** All tattoos must be covered.
- **PERFUMES/COLOGNES:** Due to sensitivities, students are NOT permitted to wear perfumes or colognes while attending clinical

The clinical preceptor may require a student to leave the clinical area until the student is in compliance with the dress code. Time missed will affect make-up time and dismissal as described in the clinical syllabi.

Clinical Education Attendance

While engaged in clinical experiences, the student is required to abide by the rules and regulations of the affiliate to which they are assigned. Students must remain in their assigned rotations, rooms or area until reassigned by the clinical supervisor.

Particular attention will be paid to punctuality and regularity. **Tardiness of more than five minutes will be recorded.** Excessive tardiness will lead to disciplinary action. A student who will be late or absent from their clinical assignment must personally notify their clinical preceptor at least one-half hour before the scheduled starting time. Students are expected to make medical and other personal appointments outside of scheduled clinical time. Each clinical syllabus outlines the required attendance policy. An attendance warning letter is sent to a student who has missed time, as described in the syllabus. Special situations of illness or injury (with documentation of treatment under the care of a physician) will be reviewed by the Radiologic Technology faculty. An "I" (Incomplete) may be awarded under *extraordinary* circumstances.

Personal Day: One (1) personal day (7.5 hours) is allowed during each clinical semester 1-4. Unused personal days may be carried over to the next semester.

Absenteeism at Clinical Rotation:

1. **If a student is unable to attend a clinical day they must notify the clinical instructor prior to 7 am on the day of absence.**
 - a. **A voice mail is the only acceptable notice. Student Office Phone: 413-794-5155**
 - b. Failure to call in will result in immediate dismissal from the program.
2. **Any student, who is absent more than three (3) days per semester, including their personal day, will be dismissed from the program.**
3. Students will not be permitted partial time-off from an assigned clinical shift except under unusual circumstances, as determined by the Clinical Instructor.
4. In order to assist the students in forming a pattern of responsibility, certain days have been identified as double-absence days (possibly due to a pattern of missing Fridays and/or Mondays).
 - a. Each day missed preceding or following a vacation period and/or holiday.
 - b. 1st day of clinical semester.
 - c. Last day of clinical semester
5. For the safety of the patient as well as hospital personnel, any student illness of a communicable nature should immediately be reported to the Clinical Instructor and Department Chair.
6. Students who have an identified need for absence, i.e. surgery, may be allowed, with permission from the department chair, to build up time in advance of their absence.
7. Extenuating circumstances, accident or prolonged illness, will be reviewed for approval by the Department Chair on a case by case basis.
 - a. The student may be required to show a release form from their physician and clearance from the Health & Wellness Center at STCC before they are allowed to return to the clinical site.

Make-Up Time:

1. **The student will be required to make up all of the clinical hours missed within 2 weeks.**
2. Make up will be scheduled to correspond to the clinical rotation missed during the absence.
3. **Make up time must be in minimum increments of two (2) hours.**
4. The earliest start time is 7AM and 8am at off site locations.
5. Students will not be required to exceed forty (40) hours in one week to make up time.
6. **All clinical make-up time must be completed prior to the end of the semester.**
 - a. Students unable to complete their make-up time by the end of the semester will be dropped from the program.
 - b. Students dropped under these circumstances may apply for readmission to the program (see readmission policy).
7. Students may not make up time by working double shifts.
8. **Make-up time is scheduled at the convenience of the clinical instructors and/or the departmental supervisors and must be scheduled in advance.**
9. Unscheduled make-up time will not be counted towards completion of the program.

[Make Up Time Form](#)

Tardiness:

Tardiness is not acceptable. Students are expected to begin their clinical assignment at the time established by their schedule.

1. **Tardiness in excess of two (2) hours will be considered a full day absence.**
2. **Three (3) tardies in the same semester will count as one (1) absence. See absenteeism policy.**

ENFORCEMENT OF ATTENDANCE AND PUNCTUALITY:

The clinical instructors (CI) are to strictly enforce the program attendance policy. Attendance records shall be kept by the CI on the program's designated forms. A sign in sheet is beneficial for documenting punctuality and attendance. A copy of the attendance record shall be kept on file at the clinical education center for as long as the student is assigned to the facility.

Each student is required to call the clinical instructor or faculty when he/she is unable to attend clinic (see absenteeism policy). **The student is to call the clinical facility BEFORE the start of their scheduled rotation.** If the student is not in the clinic and has not called, the Department Chair should be contacted immediately.

The program has no provisions for excused absences; therefore any time missed from the clinic must be made up within TWO weeks of the time missed. This two-week period may be extended with special permission from the clinical coordinator or clinical instructor. All make-up time is to be scheduled with the clinical instructor and shall be scheduled at a time that is educationally appropriate (i.e.: time missed in fluoroscopy shall be made up in the same area).

While the program understands that many students must maintain outside employment, such **employment shall not be an excuse for missing clinic or scheduled make-up time.** If a student misses a scheduled make-up time without contacting the clinical instructor disciplinary action will be taken.

Bereavement Policy:

In the unfortunate event of a death in the family, the student will be given time off without penalty. The relative must be a member of the immediate family.

- Two (2) clinical days are allowed for a mother, father, or sibling,
- One (1) day for a grandparent
- Three (3) days for a child or spouse.

The program director and/or clinical supervisor, at their discretion, could grant more time if the student feels it is necessary, with the understanding that the time would be made up in the future.

Military Leave: Federal law prohibits reservists from being required to make up any time missed due to their military obligation.

Jury Duty: 7.5 hours of clinical practice will be excused for Jury Duty service with documentation of attendance.

Evening Assignments:

Evening shifts are mandated to provide a broader range of experience including emergency procedures and non-routine examinations. Each student will be assigned to the evening clinical shift: for one week at a time, once during the summer semester and twice during each subsequent school semester. Evening rotations will be scheduled by your clinical coordinator.

Unanticipated events:

If a cancellation occurs at only one clinical site due to an unanticipated event, students at all other sites must continue to attend their regular clinical hours. Time missed at the site will be made up at the discretion of the program director on a case by case basis. If a clinical site will be unavailable to students for more than one week (or 40 hours) alternative clinical arrangements may be made, as permissible.

Competency Testing

Each student is required to demonstrate their ability to perform examinations by means of competency testing. Having completed classroom assignments for various anatomical areas, the student will request to be tested on a specific area. A staff technologist or clinical preceptor may carry out this procedure.

The criteria for competency testing are given to each student during the first clinical course. Competency testing must be completed according to the posted schedules and competency test scores are part of the clinical grading system. In the event that a student makes repeated errors on an exam for which they have already completed a competency exam, a clinical preceptor may revoke the competency and require remediation in that exam.

[Competency Form STCC Radiology](#)

Competency Rules:

1. Technologists signing off on competencies need to be certified by the ARRT
2. Technologists are required to have at least 1 year of experience to comp a student
3. Competency forms must be handed to the Technologist PRIOR to the start of the comp.
4. Students will need to verbally announce that they are comping on an exam prior to starting the exam.
5. Other students are not allowed to observe while a fellow student is attempting to comp.
6. Patients with multiple exams may not be shared between students.
 - a. Example: A patient has a hand and elbow order. One student will need to perform both exams. A second student is not allowed to comp one of the anatomy areas.
7. Failed Competencies MUST be handed in to a clinical instructor (CI)
 - a. 2 points will be deducted from competency grade for each failed comp.

The core requirements mandated by the ARRT are the minimum clinical competencies necessary to establish eligibility for participation in the certification examination. The ARRT encourages education and experience beyond these requirements. The student's Clinical Competency Record form when completed will be evidence of compliance to the ARRT requirements for competency in imaging procedures and required imaging procedures by the program.(Clinical coordinator office)

3 Comp Fail Rule

Any student that fails the same comp 3 times will be removed from the program

- First attempt failure = Review exam with clinical instructor.
 - CI will sign off allowing the student to try again.
- Second attempt failure = CI will again review the comp with the student.
 - CI will sign off.
- **Next attempt (3rd) MUST be with CI only.**
- **Third attempt failure = removal from the program.**
- Each failed comp results in **2 points taken off final grade.**

Any student who does not turn in a failed comp form will be removed from the program.

Equipment Checklist Requirement:

Each clinical location requires students to complete an equipment checklist sign off prior to completing anatomical competency exams.

- **Example of equipment Checklist:**
 - [3300 Main Street Equipment Checklist](#)

Simulation Policy

The ARRT allows for up to 10 competencies to be simulated. The radiology program at STCC will allow **simulation of head work only** due to the wide variety of clinical rotations.

In the event that a competency exam of the head does not present itself at a clinical site a student may simulate that exam if it is allowed by the ARRT.

- The student must complete all possible hands-on tasks of the procedure on a live human being using the same level of cognitive, psychomotor, and affective skills required for performing the procedure on a patient.
- ARRT requires that competencies performed as a simulation must meet the same criteria as competencies demonstrated on patients.
 - For example, the competency must be performed under the direct observation of the program director or program director's designee and be performed independently, consistently, and effectively.
- Simulation of imaging procedures requires the use of proper radiographic equipment without activating the x-ray beam.
- Students will critique images in simulated competencies in the same manner as images produced on an actual patient.
- Simulation will occur on the last day of the last semester in the program.

It should be noted that if it is known that the student had the opportunity to comp on a missing exam and they chose not to comp, they missed their opportunity and will receive a zero (0) for their grade. The competency may be performed as a simulation to satisfy the competency requirements for the ARRT, but their grade of zero (0) will be used to calculate their competency grade.

Evaluations:

Technologist Evaluation:

After each clinical rotation (1-2 weeks) Radiology students will hand a certified technologist an evaluation. The technologist evaluations are worth 25% of the overall clinical grade.

- [Freshman Evaluation](#)
- [Senior Evaluation](#)

Clinical Semester Evaluations

Affective evaluations are calculated by the clinical instructor/preceptors.

- [Affective Evaluation Clinical Practicum Grading](#)

Student Clinical Supervision Policy

Students in the program are under the supervision of the clinical preceptor or Registered Technologist to whom they are assigned and are expected to carry out any and all legitimate requests made by these supervisors.

When a student is assigned to a radiography room, they are directly responsible to the Registered Technologist in charge of that room. The technologist may make requests of the student related to their training which are to be honored. The radiology administrator, radiologists, lead technologists, and clinical preceptor may also make requests of the students due to their supervisory capacity. Any disagreements, personality clashes, complaints, etc. which may develop should be referred to the clinical preceptor and/or other Clinical Coordinator for discussion and appropriate action. Lack of observation of department or program policies, lack of attention to safety procedures for the patient and their well-being may be sufficient grounds for dismissal from the program.

Before a student demonstrates competency of a given exam, the student is under the **direct supervision** of the assigned technologist. Under direct supervision the technologist will evaluate the condition of the patient in relation to the student's knowledge; be present during all aspects of the procedure; review and approve the procedure; and be present during student performance of any repeat of unsatisfactory radiographs.

After competency completion of a given exam, the student is allowed to function under **indirect supervision** as deemed appropriate by the supervising registered technologist. Under **indirect supervision**, a registered technologist is immediately available to assist the student. A technologist is present in the control booth area or in an adjacent room. A registered technologist must review the radiographs before the patient leaves the department and is present in the event that any radiographs must be repeated.

Repeat images must be completed under **direct supervision**. The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. Supplemental images that cover an area of anatomy missed on the routine images are considered repeats: i.e. an ankle after the performance of a lower leg image. If a repeat radiograph is necessary, the student will take the repeat only with a registered technologist present.

Students must be **directly supervised** during pediatric patient exams, surgical and all mobile, including mobile fluoroscopy, procedures regardless of the level of competency.

[Supervision & Repeat Policy](#)

DIRECT VS. INDIRECT SUPERVISION / REPEAT POLICY:

In order to promote the health, safety, and optimal use of ionizing radiation for our students, patients, and the general public in accordance with JRCERT Standards, the following practices must be enforced: All medical imaging procedures must be performed under the Direct Supervision of a qualified technologist prior to the student proving competency in that particular procedure.

To provide **DIRECT SUPERVISION** the technologist must:

- Review the Request/order and verify patient information with the student
- Evaluate Patient with the student
- BE PRESENT during all phases of the exam
- Review and Approve the Images prior to release of the patient
- BE PRESENT for any REPEAT Images deemed necessary

Once the student achieves competency of a particular imaging procedure, it may be performed by the student under Indirect Supervision. Indirect supervision means the technologist is 'Immediately Available' to the student which means a qualified technologist is adjacent to the area the imaging procedure is being performed.

Note: Regardless of the student's level of achievement Pediatric Patients, Portable Radiographs and C-arm cases must be performed in DIRECT SUPERVISION.

To provide **INDIRECT SUPERVISION** the technologists responsibilities include:

- Always be IMMEDIATELY AVAILABLE to student
- Review the requisition and condition of the patient prior to the student beginning the procedure.
- Review and Approve the Images with the student prior to the release of the patient
- BE PRESENT for any REPEAT Images deemed necessary

REPEAT POLICY: Regardless of the student's level of achievement or knowledge; ALL REPEATS be performed in the presence of a qualified technologist, Direct Supervision – NO EXCEPTIONS!

The student has the responsibility in the absence of appropriate supervision to:

- Refuse to perform the procedure and explain to the technologist that he/she would be violating STCC's policy on Direct / Indirect supervision.
- Notify the Clinical Instructor immediately.
- If the Clinical Instructor is not available, notify the Lead Technologist or Department Manager.
- If the issue is not resolved, contact the Program Director or Clinical Coordinator at STCC who will contact the department.

Violation of these Clinical Supervision Policies will result in:

1. First Offense: The completion of a Significant Incident Form which will be placed in the student's clinical file.
2. Second Offense: Suspension from clinical site and meeting with the Program Director prior to re-entering clinical. All missed hours must be made up according to policy.
3. Additional infractions: will be cause for removal from the program.

Technologists are to notify the Clinical Instructor of student violations immediately.

Approving Radiographs

A registered technologist must review all radiographs taken by students before the patient is released from the department. Patients will be released from the department only after the radiographs have been approved by a registered technologist. Students CAN NOT approve radiographic images.

Holding Patients (immobilization during exposure within primary beam)

Student radiographers **will not** hold patients or receptors during examinations, following the current radiation protection guidelines.

If a patient needs support to hold a position for an exam, mechanical restraining devices should be used when possible. Otherwise, a relative or friend who is not pregnant or non-radiography (non-pregnant) personnel may assist the patient. Protective gloves and an apron should be provided and the assistant should not be exposed to the primary beam.

Patient Identification Policy:

When a technologist accompanies a student to retrieve a patient:

- The technologist or student will call the patient name from the waiting room
- Ask the patient for both name and DOB
- Verify correct information with requisition and/or doctor referral
- If a patient ID band is present verify 2 patient identifiers with the ID band

When a student retrieves a patient *without* a technologist present:

- The student will call the patient's name & introduce themselves as a radiology student
- Ask the patient for both name and DOB
- Walk the patient to the exam room and explain to the patient that your technologist will be meeting us in the room and that they will also verify the patient information.
- Once in the exam room the technologist will verify the correct name and DOB as well as correct exam information.

HEALTH AND SAFETY POLICIES

Energized Lab Safety (X-Ray Unit):

The Radiologic Technology Program utilizes an energized radiography room at STCC (Building 20, room 337) to serve the needs of its radiologic technology students. The function of this lab is to simulate the clinical setting and give the student an opportunity to practice and learn necessary skills before performing radiographs in the clinical area.

The radiographic lab is used to allow the student the opportunity to acquire radiographic positioning skills prior to their clinical time. The student is expected to utilize lab time to practice radiographic positioning skills using radiographic phantoms and energized x-ray equipment. The student is also required to practice radiographic positioning on classmates without actual radiation exposures being made. **It is a violation of Massachusetts state law to expose a living subject in the radiographic lab at STCC.**

FOR RADIATION SAFETY REASONS, NO HUMANS WILL BE IRRADIATED IN THE LAB SETTING! NO EXCEPTIONS!

Students are required to wear their dosimeters during all x-ray labs. If a student forgets their dosimeter they will not be allowed to participate in the lab assignment and points will be taken off their lab grade.

1. Students are not to use the energized x-ray lab without supervision of a faculty member.
2. Before making a radiation exposure, be sure the door to the energized lab is closed tightly and the control panel is set properly.
3. Be sure to familiarize yourself with, and utilize the appropriate positioning locks on the lab equipment before attempting to move/use the unit. This will help prolong the life of the equipment.
4. Do not, under any circumstances, energize the unit and radiograph another classmate in the lab.
5. Obey safety rules when working with any equipment. Report all defects in the operation of equipment to program faculty.
6. Food and drink are not allowed in the energized x-ray lab room.
7. While positioning the phantom or a fellow classmate can be fun, do not lose sight of the fact that you are working with heavy (not to mention costly) electrical equipment and injuries can occur. Therefore, good conduct is required when operating the unit. Should injury occur, please report it to the instructor at that time.

Students are expected to review each lab course syllabus for specific guidelines. [RDG 113L & 132L](#)

MRI Safety

All students will complete an MRI screening form prior to their entering the clinical environment. This process helps to ensure student safety. [MRI screening form](#)

All students must undergo an additional MRI screening form prior to beginning an observation period.

- This screening will be repeated by MRI personnel at the clinical site before a student begins an observational rotation in the MRI department.
- An MRI trained clinical site staff member must administer the screening.
- The student must be under the direct supervision of a MRI trained technologist at all times while in the MRI environment, including the patient interview and prep area, the control room, and the MRI scanner room.
- The completed questionnaire will be held in the student's clinical education file for the duration of their degree program.

The MR systems produce strong magnetic fields which may be hazardous to individuals with metallic, electronic, magnetic or mechanical implants, devices or objects.

Students may be called to help move a patient and need to be appropriately screened before entering the MRI suite.

POLICY: Prior to entering the MR environment or scan room, the student must remove all metallic objects, including, but not limited to:

- Hearing aids; Dentures/Partial plates; Eye glasses,
- Keys, credit cards, coins, money clips, paper clips, safety pins
- Beepers/cell phones
- Hair clips/pins/ barrettes, etc; jewelry including body piercings; watches
- Pens, pocket knives, nail clippers, steel-toed boots, any loose metallic item
- Clothing with metal fasteners and/or metallic threads

Students should consult with MR technologist and/or radiologist with any questions/concerns prior to entering the MR scan room.

****Mandatory for the student to notify the program immediately should their status change.***

Hazardous Materials

As a student of the Radiologic Technology program at STCC, you will be exposed to some potentially harmful materials. These materials include: lead markers, cleaning products, and contrast agents. All products will be labeled. Safety Data Sheets are available for students at the clinical sites. Please follow hospital protocol for safe handling of materials.

Communicable Disease Policy

Communicable disease information is needed to limit transmission to patients and co-workers. Each case will be evaluated according to symptoms and common transmission avenues. Treatment

following exposure to or positive test results for HIV, TB or any other disease may be obtained at the affiliate hospital, or through a private physician AT THE STUDENT'S EXPENSE. Documentation of follow up from a positive tuberculosis test must be provided to the clinical affiliate before clinical attendance resumes.

Exposure To Blood And Other Infectious Body Fluids Policy

If any STCC Radiologic Technology student has a parenteral (e.g., needle–stick or cut) or mucous membrane (e.g., splash to eye or mouth) exposure to blood or other body fluids, or has a cutaneous exposure involving large amounts of blood or prolonged contact with blood, the incident should be immediately reported to the faculty. [Exposure to Bloodborne Pathogen Incident Report Or Medical Incident Report Protocol](#)

- [Medical Emergency Incident Form](#)
- [Bloodborne pathogen exposure form](#)

Follow–up according to facility and CDC recommendations should be followed. A blood specimen should be drawn from the individual exposed and tested. If possible, blood testing of the source of contact should be done as well. Pretest counseling of the student and contact should be provided, as well as any necessary post–test counseling or referral. In situations where the source refuses testing or consent cannot be obtained, the exposure should be handled as if the source tested positive for HB_sAg, HCV, and HIV antibody. The cost of any post–exposure treatments or vaccines will be the financial responsibility of the individual student

Refer to CDC protocol for post exposure follow-up: [Healthcare Workers | NIOSH | CDC](#)

Latex Policy:

Latex products are common in the medical environment. Allergic responses to latex can range from irritation and allergic contact dermatitis to the possibility of life threatening anaphylactic shock. Guidelines have been established at Springfield Technical Community College to provide information to potential allied health and nursing program applicants and staff who are sensitive to latex. [Latex Policy](#)

Surgery Policy

If possible, schedules will be arranged around needed surgery. If prolonged recovery ensues, the student may need to return to the program the following year (contingent on the student's academic and clinical record and space available in clinical courses). The student's return to clinical practice is contingent upon a doctor's note giving clearance to resume **full** clinical activities.

Accidents

If a student receives an injury during performance of a clinical procedure, they are to report this injury to the clinical preceptor or supervisor at the time of the injury. The student will receive emergency room treatment, if necessary, at the students expense, which may be covered by personal health insurance. Follow clinical site protocols pertaining to accident reporting.

Patient Injury

Should a patient receive an injury in the Medical Imaging Department, any student involved in the injury is required to inform the clinical preceptor or Supervisor. Follow site specific injury reporting protocol. This report should be made out in detail for future reference in case of legal considerations. A copy of any incident report involving a student will be kept in the student's file.

Substance Abuse

The Radiologic Technology Program has a strict zero tolerance policy against being under the influence of illegal drugs and/ or alcohol while attending any classroom or clinical session. Any student suspected of violating this policy is subject to disciplinary action up to and including dismissal from the program.

Drug screening tests will be performed immediately upon report of reasonable suspicion by Radiologic Technology Program staff of student drug/ alcohol use/abuse. Tests will be performed by the clinical affiliate at the expense of the student. The student will then be placed on clinical suspension pending the results of the test. Refusal to submit to drug testing will lead to immediate clinical suspension and disciplinary action up to and including dismissal from the program.

Marijuana Use

Although Massachusetts law now permits the use of medical marijuana and the possession, use, distribution and cultivation of marijuana in limited amounts, federal law, including the Federal Controlled Substances Act of 1970, the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1989, prohibits the possession, use, distribution and/or cultivation of marijuana at educational institutions. Further, as marijuana remains classified as an illegal narcotic under federal law, institutions of higher education that receive federal funding are required to maintain policies prohibiting the possession and use of marijuana on their campuses. **Accordingly, the possession, use, distribution or cultivation of marijuana, even for medical purposes, is prohibited on all community college property or at college sponsored events and activities. Clinical rotations are considered college sponsored activities.**

Impaired Student Policy

A major aspect of student learning in the Radiologic Technology Program occurs in clinical settings with direct student-patient contact. Safety is a critical component of each course. Students have the responsibility to practice without undue risk to themselves or others, and to maintain fitness for duty throughout all clinical hours. Faculty have the obligation to assess and make professional judgment with respect to each student's fitness for safe practice during clinical hours. When a faculty member makes a professional judgment that a student's psychological and/or physical condition has impaired their ability to perform in accordance with course specific clinical behaviors, the student will be asked to leave the clinical area. The following procedure provides details of this process. The STCC Student Handbook refers to other designated disciplinary offenses.

Any expenses incurred as a result of assessment, treatment, transportation, and monitoring are solely the responsibility of the student.

IMPAIRED STUDENT PROCEDURE:

1. Initial Identification [STCC Behavioral Intervention Team](#)

- a. When there is concern that a student poses a risk of harm to self or patients, the faculty members may remove the student from the clinical area.
- b. The student is informed of temporary suspension from clinical practice and an immediate meeting with a representative of the Radiologic Technology program is arranged.
 - If warranted by the student's condition, the clinical instructor, campus security or a representative from the Radiologic Technology Program may accompany the student to the nearest healthcare facility for emergency treatment prior to bringing the student to the College for the meeting.
- c. The documented evidence of impaired clinical performance is reviewed with the student and the student has an opportunity to provide an explanation.
- d. When the cause of the impaired performance has been addressed satisfactorily, the student will be permitted to return to the clinical area.

2. Referral and Treatment

- a. Before being permitted to return to the clinical area, the student may be mandated to obtain a health assessment.
 - This assessment may be done at the Emergency Department of the nearest hospital, or any healthcare facility authorized by the student's health insurance carrier, at the student's expense.
- b. The student has the right to refuse this assessment, treatment, and further monitoring. However, the Dean of SHPS may tell the student that they are not permitted to return to clinical practice without certification from a recognized healthcare provider that they are either undergoing treatment or do not need treatment and are fit for duty.

3. Return to Clinical Practice

- a. If the student has been referred for treatment, the student will be permitted to return to clinical practice only on the specific recommendation of an appropriate treatment provider that the student is capable of safe and skilled clinical performance.
- b. Information will be shared with treatment providers and others designated by the student, with the student's written consent. The student may also be asked to give written permission for treatment providers and others to share information with a representative of the Radiologic Technology Program as needed.
- c. No information will be shared with other members of the Radiologic Technology Program unless there is a clear and direct need to know.
- d. The student and a representative of the school will sign a return to school agreement, individualized according to the student's needs. This agreement will delineate the terms of the student's return to clinical practice.
- e. The Radiologic Technology Program has the right to impose conditions on the student's return to clinical practice as necessary following treatment.
- f. The Radiologic Technology Program will provide direct supervision of the student following return to school and clinical practice.
- g. Any subsequent behaviors that indicate unsafe clinical performance may be cause or dismissal from the Program.

Failure to comply with the steps of this policy will be grounds for dismissal from the Program.

RADIATION SAFETY POLICIES

The purpose of the following policies and procedures are to promote the health, safety, and optimal use of radiation for students, patients, and the general public. Students must adhere to the following policies.

The guiding principle of radiation safety is ALARA - As Low As Reasonably Achievable. Our radiation safety program is based on the premise that radiation exposure is not risk free; therefore, exposure should be kept to minimum levels. Students will employ the three cardinal rules of radiation protection: time (decrease time exposed to radiation), distance (increase distance from the source of radiation), and shielding (use barriers, including lead aprons and shields, as policy dictates) to minimize exposure to themselves, patients, and the general public. Additionally, students will be provided a dosimeter to monitor their exposure.

Radiation Monitoring

Springfield Technical Community College will provide each student with the appropriate dosimeter (dose badge). They are to be worn during all assigned clinical times and during laboratory sessions at the college, when not in use badges should be stored in an area away from radiation. **Dosimeters will be worn at the level of the collar/upper chest.** The student assumes full responsibility for the monitoring device issued to them. Lost or damaged devices are to be reported IMMEDIATELY to the Clinical Preceptor and Clinical Coordinator. Reports received for the device are issued to STCC and are posted monthly. All students are required to check their reports monthly and initial the report, indicating they have reviewed their dosage record. Students are responsible for:

- Being aware of the levels of exposure they have received.
- Interpreting their dosimeter reports in terms of established safe levels.
- Adopting responsible attitudes and behaviors with regard to the clinical practice involving the use of radiation relative to their own exposure and to their patients.

It is the policy of the Radiologic Technology program that the levels of radiation exposure received by students in related educational activities will be constantly monitored and will be considered safe at the level considered safe for occupational dose: 1 mSv per year.

We have set low levels of exposure as our investigation levels to alert students to possible improper radiation safety practices and provide corrective education.

The investigation levels are: Level 1 exposure: 20-30 mrem (0.2-0.3 mSv) in one month
 Level 2 exposure: 30+ mrem (0.3+ mSv) in one month

Level 1 exposure requires a meeting with the program Clinical Coordinator to discuss dosimeter use and misuse and radiation safety practices.

Level 2 exposure requires a written report/questionnaire and a meeting with the program clinical coordinator. (sample level 2 exposure form is at the end of the handbook)

Pregnancy Policy

Pregnancy Policy:

Pregnancy information is requested to allow the program to monitor the radiation dose received by the fetus.

Students who become pregnant may continue in the program without modification or interruption. All students must follow a planned clinical education rotation pattern in order to ensure an appropriate variety of radiographic procedures/examinations throughout the program.

RULES:

If pregnancy occurs, the student has two options:

1. One option is to not declare the pregnancy, thereby not informing the program authorities.
2. The second option is to voluntarily declare the pregnancy to the program authorities in writing, so that timely radiation safety counseling and a fetal dosimeter can be provided.

It is recommended by NCRP that the student inform program authorities immediately upon learning of the pregnancy. At any time, a declared pregnant student may undeclare (withdraw the declaration) in writing her pregnancy.

The student who has voluntarily declared pregnancy will receive advisement from program professors and the clinical site's Radiation Safety Officer. Discussion will include:

- The nature and potential radiation injury associated with in-utero exposure
- The regulatory limits established by the NCRP
- The required preventative measures to be taken throughout the gestation period.

After advisement, the student will be required to complete the Student Response Form and will be asked to select one of three options available:

1. The student may elect to continue her formal education without interruption and continue in her regularly scheduled clinical education cycle. The declared pregnant student will have the option to not participate clinically in the following areas while pregnant:
 - Fluoroscopy (stationary & mobile c-arm)
 - Portable radiography
 - Special procedures fluoroscopy
2. The student may elect to interrupt her formal education by requesting a leave of absence. Clinical and didactic time missed must be made up as for any student for any illness.
3. The student may elect to terminate her formal education.
4. The student will also receive a copy of Regulatory guide number 8.13 from the Nuclear Regulatory Commission titled ["Instruction Concerning Prenatal Radiation Exposure"](#).

FETAL DOSIMETER

Whenever a “declared” pregnant student is participating in clinical education, she will be **required to wear a second radiation monitoring device (dosimeter) at the abdominal level**. This will enable program and hospital authorities to monitor exposure to the embryo and/or fetus. If a protective lead apron is worn, the **secondary badge must be worn under the protective apron** in order to determine the absorbed dose.

The NCRP recommends that the Maximum Permissible Dose equivalent to the embryo-fetus from occupational exposure to the expectant mother should be limited to;

- Will not exceed .5 rem or 500 mrem (5 msv) during gestation
- 10 mrem (0.1 msv) per month.

Refer to the State of Massachusetts’s Board of Medical Examiners Policy that supports the Nuclear Regulatory Commission Regulation 10 CRF.20.1208 – [“Dose to the Embryo/Fetus”](#) and NCRP Report No. 116 “Protection of the Embryo –Fetus”.

A “declared” pregnant student electing to continue in the program will be **required to complete all program requirements (didactic courses and clinical education) missed as a result of any absence**. Student disability and duration of excused absence must be determined by a physician and requires written verification.

If the situation warrants, the student may terminate her formal education or request a leave of absence. In any case the student will be accepted back into the program with the understanding of space availability.

Additional information regarding federal guidelines for prenatal radiation exposure may be found at <http://www.nrc.gov/reading-rm/doc-collections/reg-guides/occupational-health/rq/8-13/>.

A pregnant student is encouraged, but not required to inform the program clinical coordinator as soon as she knows she is pregnant.

- The student will inform the program clinical coordinator (if she chooses to declare) of her pregnancy using the Declared Pregnancy Form.
- **The student may withdraw her declaration of pregnancy at any time** using the Declared Pregnancy Form.
- A copy of the Declared Pregnancy Form is provided in the student handbook
- The student is responsible for required course attendance
 - Provisions for any time missed will be made on an individual basis.

ETHICAL BEHAVIOR AND PRACTICE: Students must demonstrate and maintain ethical standards appropriate to the profession.

Professional Ethics: Students in the Radiography Program are bound by the Code of Ethics for the profession. In addition to the Code of Ethics, the students should not only conduct themselves in a manner consistent with this code but also with steps one through ten stated below, during classroom hours at the clinical affiliates. Your conduct should be conducive to inspiring patient confidence.

- Be courteous, considerate, and tactful in dealing with instructors, patients, physicians, fellow students and other department and hospital personnel.
 - When you are asked to do a task, it is to be carried out without question unless it is something unreasonable.
 - Whether or not the task is valid will be evaluated by the program staff.
- Patients, hospital personnel, and faculty are to be addressed as Professor, Dr., Mr., Mrs., Miss, Ms., etc. This is a professional courtesy.
 - You may, however, address your fellow students on a first name basis,
- Refrain from disturbing others with irrelevant noise, conversation or gossip in the classroom, department, or while walking through the halls of the hospital.
- Do not congregate in semi-public areas such as the patient reception area.
 - Patients waiting for radiographic procedures do not understand the presence of (apparently) idle radiographers; the patient may feel he is being kept waiting unnecessarily.
- Discussion of subjects other than those pertaining to the patient's welfare and the application of the radiographic procedure must be held to a minimum in all areas, and the utmost discretion should be used when patients or other non-hospital persons are present.
- Never disclose confidential information to anyone not directly concerned with the care of the patient. This specifically includes friends and family members.
 - Disclosure of any information to persons other than those directly involved in the care of the patient constitutes a violation of the "Right to Privacy Act."
 - The Confidentiality form must be signed before you may begin your affiliation at Baystate Medical Center or other clinical site.
- The patient comes first - The care and well-being of the patient comes first, therefore, after being assigned to a patient, the professional will follow through with the examination regardless of the time or extenuating circumstances.
- It is unethical to accept personal gifts or monetary gratuities from patients.
- Smoking is not prohibited around patients or in patient areas.
 - Clinical affiliates are smoke-free facilities & smoke breaks are NOT provided
- Gum chewing is unprofessional and is not permitted.
- Staff lounges are provided for the professional staff.
 - Student use of the lounge area is restricted.
 - Permission to use the lounge areas must be obtained from the clinical instructor or staff supervisory personnel.

ARRT CODE OF ETHICS:

The American Registry of Radiologic Technologists Code of Ethics is summarized below:

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

The student is expected to adhere to the Code of Ethics followed by the American Registry of Radiologic Technologists: [Code of Ethics](#)

1. Radiologic technologists shall conduct themselves in a manner compatible with the dignity of their profession.
2. Radiologic technologists shall provide services with consideration of human dignity and the uniqueness of the patient, unrestricted by consideration of sex, race, creed, social or economic system, personal attributes, or the nature of the health problem.
3. Radiologic technologists shall make every effort to protect all patients from unnecessary radiation.
4. Radiologic technologists shall exercise and accept responsibility for discretion and judgment in the performance of their professional services.
5. Radiologic technologists shall judiciously protect the patient's right to privacy, and shall maintain all patient information in the strictest confidence.
6. Radiologic technologists shall apply only the methods of technology founded upon a scientific basis and not accept those methods that violate that principle.
7. Radiologic technologists shall not diagnose but, in recognition of their responsibility to the patient, they shall provide the physician with all the information they have relative to a radiologic diagnosis or patient management.
8. Radiologic technologists shall be responsible for reporting unethical conduct and illegal professional activities to the appropriate authorities.
9. Radiologic technologists should continually strive to improve their knowledge and skills by participating in educational and professional activities and sharing the benefits of their attainments with their colleagues.
10. Radiologic technologists should protect the public from misinformation and misrepresentation.
11. The Registered Technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

All radiologic technology students are held accountable to all the [STCC Student conduct codes and policies](#).

DISCIPLINE POLICY

Springfield Technical Community College exists to provide educational experiences of high quality to its students. For that purpose, we have a highly qualified faculty, physical facilities, and learning resources of superior quality. In order to ensure that an environment conducive to teaching and learning is established, the College expects that individuals within its walls will treat each other courteously and with respect. When differences arise, these should be resolved in a civil manner. Issues of a personal nature, or conflicts, should be handled by meeting with instructors or other staff members outside of class so as not to disrupt classes or take up class time. Belligerent, hostile, disruptive, abusive or threatening behavior or language will not be tolerated. Students behaving in this manner may have disciplinary action initiated against them, including expulsion from class or the College.

Personal electronic devices must be silent and removed from site during all classroom and clinical courses. Emergency contact can be made through the division secretary.

Suspected cheating will be brought to the attention of the program faculty. Documented cheating will result in dismissal from the program, with notification to the academic dean, subject to review following the grievance procedure.

The College's disciplinary policy is printed in the Student Handbook. Students are advised to review this policy.

Students are required to abide by the rules of the College and hospital affiliates.

Each student receives a Student Handbook from STCC and is required to observe the rules and regulations as described. Failure to abide by these rules and regulations or any act that jeopardizes patient care may result in dismissal from the program. Department rulings must be observed and new regulations that appear in the department will be posted on the department bulletin board when required for implementation.

Disciplinary Process:

Each student is required to abide by the policies and procedures outlined in the documents below.

- Springfield Technical Community College Student Handbook
- Radiologic Technology Program Handbook Rules and Regulations
- Affiliate Hospital Policies - Completed during clinical clearance

Disciplinary action will be taken against a student for the following reasons:

1. Failure to comply with the policies and procedures of the College, the Program and/or the affiliate hospital.
2. Failure to abide by the ARRT Code of Ethics.
3. Failure to comply with Syllabus.

The disciplinary procedure is as follows:

1. Verbal Warning
2. Written Warning
3. Dismissal

- **Verbal Warning:**

The Program faculty member will talk to the student; remind him/her of the correct behavior, and answer any questions which the student may have about the incident. The verbal warning will be documented and placed in the student's file.

- **Written Warning:**

Documentation of the event will be made by the Program faculty member, signed by the student, and placed in the student's file.

- **Dismissal:**

Failure to abide by the policies and procedures will result in dismissal from the program. Repetition of warning violations warrants dismissal from the Radiologic Technology Program.

A written report will be completed by the Program faculty member, signed by the student as recognition of discussion of the event, and the report will be maintained in the student record.

In the case of very serious incidents, such as those involving a threat to patient safety, gross insubordination, the disclosure of confidential information, falsifying student or hospital records, cheating, theft of property, willful damage to hospital or College property, intoxication or being under the influence of drugs or alcohol during clinical or class hours, or possession of a dangerous weapon, a student may be dismissed immediately. The faculty also reserves the right to request the withdrawal of any student whose integrity, health, or conduct is in conflict with the ethical

standards set forth by the ARRT for the profession of Radiologic Technology. Candidates and R.T.s are held to stringent ethics standards in order to be eligible for certification and registration <https://www.arrt.org/pdfs/Governing-Documents/Standards-of-Ethics.pdf>

- An incident report will be completed by the Program faculty member, and signed by the student.
- Students have the right to appeal, as outlined in the Springfield Technical Community College catalog.

A student may be dismissed from the Radiologic Technology Program for any of the following:

- A failing grade in any course (below 73%)
- Unsatisfactory performance in clinical assignments
- **Taking repeat exposures without clinical staff in direct observation**
- Undesirable conduct (i.e. insubordination, dishonesty, intoxication)
- Conviction of a crime by a law enforcement agency
- Violation of clinical, program or school policies
- Not following safe radiation practices; including, but not limited to performing an x-ray procedure on anyone, or allowing one to be performed on themselves without a doctor's order.

FORMS

STCC Radiologic Technology Program
Level 2 Exposure Questionnaire
30+ mrem (0.3+ mSv) in one month

We routinely investigate Level 2 exposures. Students are required to complete this questionnaire. Please reply as quickly as possible so that we can evaluate any factors affecting your exposure.

Circle One

- | | | |
|---|-----|-------------|
| 1. Was the badge placed or stored near radiation? | Yes | No |
| 2. Did you accidentally expose yourself to a beam of radiation? | | Yes No |
| 3. Did you hold a patient during radiation exposure? | | Yes No |
| 4. Did you work significantly more hours or perform more procedures during this period? | | Yes No |
| 5. Were you involved in procedures requiring unusually high exposure to radiation, such as angiography or cardiac cath? | Yes | No |

Please describe any unusual incident or provide any additional information that will help explain your dose:

Student Signature: _____ Date: _____

Meeting Date: _____

Program Clinical Coordinator Signature: _____

Comments:

SPRINGFIELD TECHNICAL COMMUNITY COLLEGE RADIOGRAPHY PROGRAM Pregnancy Declaration Form

NAME: _____ STUDENT #: _____

DECLARATION OF PREGNANCY:

- I am declaring that I am pregnant _____ (month, year)
- I believe I became pregnant in _____ (month, year)

I understand that my occupational radiation dose during my entire pregnancy will not be allowed to exceed 0.5 rem (5msv) monthly or 10 mrem (0.1 msv) per month (unless that dose has already been exceeded between the time of conception and submitting this letter).

- Radiation Exposure Assessment begins as soon as you declare your pregnancy in writing.
- A second dose badge will be issued and should be worn at waist level to monitor fetal dose.

I understand that my education as a student technologist may put me at risk of exposure to radiation and therefore agree to hold harmless Springfield Technical Community College, or any clinical affiliate for any defects and/or injury that may result from exposure to Radiation during the educational Program. I understand it is my responsibility to comply with all radiation safety rules established by the Program and the clinical affiliates in order to keep radiation exposure to myself and my unborn child at a minimum.

I have received [NRC Regulatory Guide 8.13](#), instruction concerning prenatal radiation exposure.

I understand that I have the right to revoke this declaration at any time during the pregnancy and that the revocation must be in writing.

Student Signature: _____ **DATE:** _____

Faculty Signature: _____ **DATE:** _____

Declaration of pregnancy withdrawn on (date) _____

Student Signature: _____

MRI Safety Screening Form:

Name: _____ Date: _____

The MRI system has a very strong magnetic field that may be hazardous to individuals entering the MR environment or MR scan room if they have certain metallic, electronic, magnetic or mechanical implants. Therefore all individuals are required to fill out this form BEFORE entering the MR environment or MR scan room. Be advised, the MR system is ALWAYS **on**.

Have you had an injury to the eye involving a metallic object? (eg metallic slivers, foreign body)
If yes, please describe: _____

1. Have you ever been injured by a metallic object or foreign body? (eg BB, bullet, shrapnel)
If yes, please describe: _____

2. Are you pregnant or suspect that you are pregnant? _____

WARNING: Certain implants, devices, or objects may be hazardous to you in the MR environment or MR scan room.

DO NOT ENTER if you have any question or concern regarding an implant, device or object.

Please indicate if you have any of the following:	Yes	No
Cardiac Pacemaker:	_____	_____
Brain Aneurysm Clip:	_____	_____
Implanted cardioverter defibrillator (ICD):	_____	_____
Neuro stimulator:	_____	_____
Cochlear Implant (Ear):	_____	_____
Implanted Electrical Devices:	_____	_____
Spinal Cord Stimulator:	_____	_____
Insulin or infusion pump:	_____	_____
Any type prosthesis or implant:	_____	_____
Shunt:	_____	_____
Metal Fragments / Metal Foreign Body:	_____	_____
Hearing aid:	_____	_____
Other Implant: Type:	_____	_____

IMPORTANT INSTRUCTIONS:

Remove all metallic objects before entering the MR environment or MR scan room including hearing aids, beeper, cell phone, keys, eyeglasses, hair pins, barrettes, jewelry, watch, safety pins, paperclips, money clip, credit cards, bank cards, coins, pens, pocket knife, nail clipper, steel-toed shoes and tools. Loose metallic objects are especially prohibited in the MR scan room.

Please consult the MRI Technologist or Radiologist if you have any questions or concerns BEFORE you enter the MR scan room.

*I attest the **above** information is correct to the **best** of my knowledge.*

Signature: _____ Date: _____

MODEL RELEASE -SIMS medical center

(Please Note – This form is voluntary and will not preclude you from participating)

I, _____, agree and acknowledge that as part of my participation in simulation scenarios at the SIMS Medical Center at Springfield Technical Community College (STCC), I give permission to record me, including images, audio, presentation and comments, with my name included, for use in electronic and print publications; promotional and marketing materials; and the College's educational and engagement programs for potential and enrolled students, and alumni. STCC may use these reproductions without any right of inspection or approval, and will not compensate me for use of my likeness. As a student of STCC, I understand that I have a right to opt out of inclusion in images/photographs and videos used for marketing, communications, and public relations purposes. If I do not opt out, I am aware that my image recorded in photographs and/or video may be used by STCC for the purposes stated above.

____ (initial) I authorize STCC to use my image and likeness for any College related purpose

____ (initial) I authorize STCC to use my image and likeness for education and evaluation purposes only

Student/Participant Signature

Date

(Legal Guardian's signature required if participant is under 18 years of age)

Date

Print Name: _____

Program/Course: _____

SIMS Medical Center - Confidentiality Agreement and Consent to Video

During your participation in simulation scenarios at SIMS Medical Center, you will be both an active participant and an observer. The primary objective of conducting simulation experiences is to educate students and licensed health care practitioners in order to improve their performance in evolving healthcare situations. A simulated event is designed to challenge a student/healthcare professional to critically think and respond accordingly. By signing this agreement, you agree to maintain strict confidentiality regarding both your performance and other's performance, whether seen in real time, on video, or otherwise communicated to you. Following the scenario, you will participate in a debriefing session. This session is an open forum to discuss student performance and collaboratively learn in a safe space. Outside of the simulation event, however, do not discuss the details of the scenario with other cohorts or classmates that may attempt the scenario in the future. Doing so is academic dishonesty, similar to revealing the answers to a test, and depriving others of the opportunity to learn. Failure to adhere to these policies may be considered a violation of the Student Code of Conduct as described in the Student Handbook.

By signing this agreement, you also consent to being video recorded as part of a simulated event. Video recording during a simulation session is for education and evaluation purposes only.

_____ (Initial) I agree to maintain strict confidentiality about the details of the scenarios, participants, and participant performance in simulation.

_____ (Initial) I authorize the SIMS Medical Center staff to video record my performance during scenarios for education and evaluation purposes.

Student/Participant Signature

Date

(Legal Guardian's signature required if participant is under 18 years of age)

Date

CONFIDENTIALITY AGREEMENT

This Confidentiality Agreement governs the undersigned student access to and use of confidential information including all hardware, software, data and patient information accessed by students during their clinical education. Student access to confidential information is contingent upon continuous observance of the confidentiality obligations described below:

1. For purpose of this Agreement, "Confidential Information" means any and all information , knowledge or data relating to the clinical education center, its business operations, computing facilities including hardware and software either licensed or developed by the facility, patient care activities including all parts of the patient's medical record, finances including pricing schedules and patient accounts, and other activities as may be determined for "Official Use Only", which the student may acquire or obtain by virtue of work performed at the clinical education center.
2. Student agrees not to use the Confidential Information for or divulge Confidential Information to himself/herself or others, or to the detriment of the clinical education center, its patients, employees or agents, as required under the following policies or any other applicable policy of the clinical education center unless disclosure or use it authorized the Administration of the facility.
3. Students shall at all times observe the requirements of the clinical education centers' policy regarding "Confidentiality of Information", keeping all Confidential Information concerning the business and patient care activities of the facility strictly confidential as outlined in the policy.
4. Students shall at all times observe the requirements of the clinical education centers' policy regarding "Release of Information from the Patient's Medical Record", respecting all patients' rights to privacy by keeping all Confidential Information pertaining to patients strictly confidential and referring all requests for disclosure of Confidential Information to the Medical Records Department.
5. Students shall at all times observe the requirements of the clinical education centers' policy regarding "Computer Security and Data Access", protecting the corporate data and equipment on which Confidential Information is processed.
6. Students understand and agree that any actual or threatened unauthorized use or disclosure of Confidential Information will result in the immediate revocation of the students' access to information as described in this agreement. Additionally, the student may be subjected to legal action and the costs of any such action, including attorney fees, barring the student from the actual and continued use of disclosure of Confidential Information, and/or seeking monetary damages against the student for the breach or anticipated breach of this Confidential Agreement.
7. Students understand the HIPAA standards and agree to abide by them pertaining to any information or situation while engaged in any activity during his/her clinical education.

STUDENT NAME - PRINTED

COLLEGE ID #

STUDENT'S SIGNATURE

DATE

Radiology Student Policies and Procedures Scavenger Hunt!

Using your student handbook find the following policies:

- Read the policy fully
- Write down the page number
- Check the box showing that you have read and understand the policy
- Add your initials
- Sign and Date at the bottom of the page

Policy Topic	Page Number	Yes, I have read the policy ✓	Initials
JRCERT Accreditation & Standards		☐	
Grievance Policy		☐	
Energized Lab Safety		☐	
HIPAA policy		☐	
Social Media Policy		☐	
Attendance Policy		☐	
Patient Identification Policy		☐	
Indirect/Direct Supervision Policy		☐	
Repeat Policy		☐	
Pregnancy Policy		☐	
3 comp fail rule		☐	
MRI policy		☐	
Radiation Safety & Monitoring		☐	
Code of Ethics		☐	
Model Release		☐	

Student Name: _____ Date: _____

**Springfield Technical Community College
Radiologic Technology Program
Statement of Understanding**

I acknowledge that I have received a copy of the STCC Radiology Technology Program Student Handbook.

I have read and understand the policies outlined in the Radiologic Technology Program Student Handbook.

I understand that my failure to abide by these policies may necessitate slowing or limiting the academic process, or even stopping progression within the program.

Print Name _____

Student Signature

Date

END

[2023-2024 Handbook](#)