IMPORTANT NOTICE

This Manual contains only general guidelines and information. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the policies and procedures of Touro College. This Manual will be considered to be in effect until the publication of the next Manual. Some of the subjects described in this Manual are covered in detail in official policy and procedure documents found online and elsewhere. You should refer to these documents for specific information, since this Manual only briefly summarizes those policies. For that reason, if you have any questions concerning a particular policy or procedure, you should address your specific questions to the Office of Institutional Compliance. Please note that the terms of the full official policies are controlling in the case of any inconsistency.

This Manual is neither written nor meant to confer any rights or privileges on students or impose any obligations on Touro. No individual or representative of Touro (except the President) has the authority to enter into any agreement or understanding contrary to the above.

This Manual is written for informational purposes only and may contain errors. The policies, procedures, and practices described herein may be modified, supplemented, or discontinued in whole or in part, at any time with or without notice. All changes will be posted on the Touro website. Although we will attempt to inform you of any changes as they occur via the Touro email address assigned to you upon activating your TouroOne portal account, it is nevertheless your responsibility to keep current on all College policies, procedures and practices. Your assigned Touro email address is the official method of contact for all such notices and for all Touro communication.

Students are required to investigate for themselves as to whether the program they enroll in meets their personal, educational, and career needs. Different jurisdictions have different licensing requirements and standards. While students may expend significant sums associated with higher education, successful completion of a course, program, or degree is dependent on many factors. The payment of tuition permits a student to register and take the courses and programs available and offered by the Touro School or program in which the student is enrolled. Acceptance into a school or program does not form the basis of a contract. Indeed, a student’s acceptance may be revoked if it is later learned, among other things that his or her qualifications have been misstated or overstated, or there is some other omission or misrepresentation. Except as noted in the paragraph below, no contract rights exist or are established in the student-educational institution setting by and between Touro and the student. To this end, you waive, and Touro disclaims, any contract or liability for promises, assurances, representations, warranties, or other statements made in its marketing or promotional materials, and makes absolutely no promises, assurances, representations, guarantees, warranties, or other statements concerning our courses and programs and a student's academic success in them. Thus, you waive and Touro further disclaims any liability in tort in connection with any of the foregoing. In order for a degree to be earned, the required grades and grade point averages must be achieved and maintained, and all other requirements of the school and program must be fulfilled. These disclaimers are, in effect,
covenants not to sue binding on students, and are tacitly agreed to by a student’s matriculation or continued matriculation in our programs.

Registration and matriculation at Touro after the issuance of this Manual is consideration for and constitutes a student's knowing acceptance of the binding Alternative Dispute Resolution ("ADR") mechanisms including binding arbitration contained herein. Thus, any dispute, claim or controversy arising out of or related to your application, registration, matriculation, graduation or other separation from Touro and/or this Manual, which is not resolved through Touro's internal mechanism shall be exclusively resolved through final and binding expedited arbitration conducted solely before the American Arbitration Association ("AAA"), or any successor in interest, in accordance with the AAA Rules then in effect. The location of the arbitration shall be at a convenient office on a Touro campus where the student is (or was last) affiliated. See "Arbitration of Disputes" provision for a more elaborate treatment.

POLICY OF NON-DISCRIMINATION

Touro College treats all employees, students, and applicants without unlawful consideration or discrimination as to race, creed, color, national origin, sex, age, disability, marital status, genetic predisposition, sexual orientation, gender identity or citizen status in all decisions, including but not limited to recruitment, the administration of its educational programs and activities, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, layoff, suspension, expulsion and termination, and all other terms and conditions of admission, matriculation, and employment.

Inquiries or complaints concerning the non-discrimination policies should be sent to Nicole Barnett, 500 Seventh Avenue, 4th Floor, New York, New York, 10018, nicole.barnett@touro.edu (646-565-6285) or, alternatively, to the Chief Compliance Officer at compliance@touro.edu and 646-565-6000 x55330.

As an alternative, individuals may contact the Office for Civil Rights of the U.S. Department of Education for inquiries concerning the above. The Office for Civil Rights is located at 32 Old Slip, 26th Floor, New York, New York 10005. They may be reached by phone at (646) 428-3800 or via email at OCR.NewYork@ed.gov.

https://www.touro.edu/non-discrimination/
TOURO COLLEGE ACCREDITATION

Touro College was chartered by the Board of Regents of the State of New York in June 1970.

Touro College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, (267) 284-5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the United States Secretary of Education and the Council for Higher Education Accreditation.

This accreditation status covers Touro College and its branch campuses, locations and instructional sites in the New York area, as well as branch campuses and programs in Berlin, Jerusalem, and Moscow.

Touro University California and its Nevada branch campus, as well as Touro University Worldwide and its Touro College Los Angeles division, are separately accredited institutions within the Touro College and University System, accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC), 985 Atlantic Avenue, Alameda, CA 94501, (510) 748-9001.

NYSCAS – MEDICAL IMAGING PROGRAM ACCREDITATION

The Program holds full accreditation by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The JRCERT may be reached by mail at 20 North Wacker Drive, Suite 2850 Chicago, IL 60606 or by phone @ (312) 704-5300. Upon completion, the student will be prepared to take the Registry Examination offered by the American Registry of Radiologic Technologists (ARRT) and recognized by the New York State Department of Health as a prerequisite for State licensure.
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INTRODUCTION

Touro College offers an accredited 24-month program in Medical Imaging. The curriculum consists of radiography class work and clinical experience. The Program seeks to develop leaders in imaging by fostering academic and clinical excellence.

Under the supervision of professional radiographers, students perform various radiographic examinations and procedures. Students gain experience in routine radiography, trauma radiography, fluoroscopy, mammography, and tomography. In addition, elective rotations in nuclear medicine, ultrasound, angiography, computerized tomography (CT), cardiac catheterization, and MRI are also offered.

All students meeting the program’s graduation requirements shall be eligible to sit for the National Registry Examination given by the American Registry of Radiologic Technologists (ARRT). Upon successfully completing the ARRT examination, the student will also receive a New York State license to practice radiography in the State of New York.

ABOUT THIS MANUAL

Students are responsible for knowing the Program’s policies and procedures as published in this Program Manual. Please take the time to read it carefully. If students cannot find the answers to their questions, it is then appropriate to call (212) 939-3475 or (212) 939-3476 regarding educational policy and procedures. This Manual is intended only to provide information for the guidance of Touro College students. The information is subject to change, and Touro College reserves the right to depart without notice from any policy or procedure referred to herein. This Manual is not intended to be and should not be regarded as a contract between Touro College and any student or other person.

CONTACT INFORMATION

Inquiries regarding the program should be directed to:

506 Lenox Avenue, KP 415
New York, New York 10037
Telephone: (212) 939-3475 or (212) 939-3476
medical.imaging@touro.edu
MEDICAL IMAGING PROGRAM MISSION

Our Mission

The Medical Imaging Program’s mission is to graduate competent professional Radiologic Technologists who will provide high quality radiographic health care to the community. The School is dedicated to training and graduating students with the necessary entry level skills required to function as Radiographic Technologists

HISTORICAL PERSPECTIVE

The Medical Imaging Program (hereinafter referred to as The Program) opened its doors at the Harlem Hospital Center on September 10, 1990 and on September 1, 2018 its sponsorship was transferred to the Touro College New York School of Career and Applied Sciences (NYSCAS). It is located within the Harlem Hospital Center complex on the fourth floor of the Samuel Kountz Pavilion. The entire fourth floor is dedicated to the program and has dedicated space for the faculty, classrooms, X-ray labs, computer lab, locker rooms, student and faculty lounges.

The School was developed by Harlem Hospital Center. It was developed with the belief that a community hospital must hold community trust for providing the best possible physical, psychological and social well-being of the sick and injured through quality patient care. The goal is to provide the community with competent personnel who would contribute to meeting the health care and educational needs of the community we serve.

PROGRAM GOALS & LEARNING OUTCOMES

GOAL 1. Graduates will possess the knowledge and skills of a competent entry level radiographer
Learning Outcomes:
1.1 Students will demonstrate proper positioning skills.
1.2 Students will select appropriate exposure factors.
1.3 Students will provide patient care practices.

GOAL 2. Graduates will become effective communicators
Learning Outcomes:
2.1 Students will effectively communicate in a healthcare setting
2.2 Students will be able to write effectively.

GOAL 3. Graduates will demonstrate critical thinking skills
Learning Outcomes:
3.1 Students will demonstrate age appropriate skills
3.2 Students will modify routine imaging protocols for trauma patients
3.3 Students will evaluate radiographic images for errors that require corrective action
GOAL 4. **Graduates will demonstrate professionalism**

**Learning Outcomes:**

4.1 Students will have the ability to work as a member of a team
4.2 Students will demonstrate reliability and dependability

**PROGRAM EFFECTIVENESS DATA**

Program outcome data can be found on the website: [https://nyscas.touro.edu/academics/medical-imaging/goals-outcomes-effectiveness/](https://nyscas.touro.edu/academics/medical-imaging/goals-outcomes-effectiveness/)

Results reported yearly:

- □ Students will successfully complete the program within 24 months
- □ Graduates will pass the ARRT national board certification on the first attempt
- □ Employers will be satisfied with entry level technologists from the program
- □ Graduates will achieve an employment rate consistent with program mission and goals.

**FACULTY**

Judah Weinberger, MD PhD  
Stephanie Evans  
Bradley Shaev  
Michael Kastner  
Simranjit Kaur  
Christopher Williamson  
Peter Baah  
Dr. Ibrahim Ghattas  
Dr Kalam Chowdhury  
Rodney Cooper  
Dr. Sameh Muhammed  
May Ndabaze  
Dr Samir Salib  
Monique Bell  
Jermaine Nurse  
Barbara Rutherford  

Medical Advisor  
Director of Education  
Program Director  
Site Director  
Clinical Coordinator  
Clinical Coordinator  
Didactic Instructor  
Didactic Instructor  
Adjunct Instructor  
Adjunct Instructor  
Adjunct Instructor  
Adjunct Instructor  
Adjunct Instructor  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant
PROGRAM REQUIREMENTS

The Program is dedicated to providing educational opportunities for its students, transmitting and advancing knowledge, and providing a wide range of services to students and to the general community. To accomplish these objectives and responsibilities requires that the Program be free from violence, threats, and intimidation; protective of free inquiry and dissent; respectful of the rights of others; open to change; supportive of democratic and lawful procedure; and dedicated to intellectual integrity and a rational approach to the resolution of human problems.

Health professionals are privileged to serve in important and time-honored roles as caregivers for other humans. These roles include physical and emotional dimensions that demand the highest degree of ethical behavior. Ethical behavior includes, but is not in any way limited to honesty, maintaining confidentiality, trustworthiness, professional demeanor, respect for the rights of others, personal accountability, concern for the welfare of patients, and responsibility to duty.

Honesty – Being truthful in communication with all others, while in the healthcare arena or in the community at large.

Maintenance of Patient Confidentiality – Restricting discussion of patient care to those areas where conversations cannot be overheard by others outside of the care team; refraining from disclosing patient identity to those not connected to the care of the patient; maintaining appropriate security for all paper and electronic patient records, whether in the patient care or research realms.

Trustworthiness – Being dependable; following through on responsibilities in a timely manner.

Professional Communication and Demeanor – Being thoughtful and kind when interacting with patients, their families, other members of the healthcare team, and all others; maintaining civility in all relationships; striving to maintain composure under pressures of fatigue, professional stress or personal problems; maintaining a neat and clean appearance and dress in attire that is reasonable and accepted as professional to the circumstances; refraining from intoxication; abstaining from the illegal use of drugs (both prescription and illicit drugs).

Respect for the rights of others – Dealing with all others, whether in a professional or nonprofessional setting, in a considerate manner and with a spirit of cooperation; respecting the rights of patients and their families to be informed and share in patient care decisions; respecting patients’ modesty and privacy.

Personal accountability – Participating responsibly in patient care to the best of one’s ability and with appropriate supervision; undertaking clinical duties and persevering until they are complete; notifying the responsible person if one is unable to perform clinical tasks effectively; complying with School Policies and Procedures in an honest and forthright manner.

Concern for the welfare of patients – Treating patients and their families with respect and dignity both in their presence and in discussions with others; avoiding the use of foul language, offensive gestures or inappropriate remarks; discerning accurately when supervision or advice
is needed and seeking these out before acting; recognizing when one’s ability to function effectively is compromised and asking for relief or help; never administering care, in person or over the phone while under the influence of alcohol or other drugs (prescription or illegal); not engaging in romantic, sexual, or other nonprofessional relationships with a patient, even upon the apparent request of a patient; advocating for the best care of the patient, in context of that patient’s beliefs and desires.

**Responsibility to duty**—Effectively undertaking duties with alacrity (eagerness, enthusiasm and promptness are synonyms) and persevering until complete, or notifying a responsible more senior person of a problem; being punctual for class, small groups, rounds, conferences and other duties; timely notification of supervisory faculty, and Directors of absences or an inability to carry out assigned duties duty.

As a student member of the Health Care Delivery Team, it is most important that a basic code of professional conduct be observed and followed. In order to remain in good academic and clinical standing, students are expected to adhere to these widely accepted policies by both The Medical Imaging Program and Touro College. Therefore, it is important that the student clearly understands what these policies entail and the penalties involved in breaking these rules. Noncompliance with these rules, for whatever reasons, shall subject the student to disciplinary measures up to and including dismissal from the program.

This program description has been compiled to assist the student with the many questions that arise each year relative to the policies of the program, the Department of Radiology and Harlem Hospital Center. The student is expected to be cognizant of these policies and adhere to them.

The following criteria must be adhered to in all Radiologic Technology courses in order to receive a satisfactory performance evaluation. Failure to meet these criteria shall be identified by any program faculty member, both in or out of the clinical facility, who will subject the student to immediate and appropriate disciplinary actions. Each student shall:

1. Adhere to the policies of Touro College and The Program.
2. Adhere to the student role as outlined by each affiliate contract.
3. Adhere to the ARRT Code of Ethics for radiographers ([www.arrt.org/web/ethics/standardethic.pdf](http://www.arrt.org/web/ethics/standardethic.pdf)).
4. Dress appropriately in accordance with The Program’s Uniform Code.
5. Maintain patient confidentiality at all times in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA PL 104-191)
7. Deliver optimum care in a non-discriminatory manner.
8. Document all services provided using standard English (verbal and written).
9. Report immediately, any errors of omission/commission to the proper authorities.
10. Be punctual in reporting to the institution and assigned clinical affiliate as well as in submitting assignments.
11. Adhere to OSHA regulation while in attendance at the clinical affiliate.
12. Demonstrate physical, cognitive, and psychomotor competence.
13. Demonstrate a caring, empathic, and positive attitude
14. Demonstrate respectful behavior for clinical affiliate staff and avoid the use of words or body language that could be misconstrued as derogatory.
15. Be physically able to perform examinations that would require the movement of patients to and from stretchers, wheelchairs and examining tables and the operation of portable equipment to be transported to rooms or floors when deemed necessary.
16. Utilize the internet or radiology websites as a research and educational tool.

**TECHNICAL STANDARDS**

All students must be able to perform numerous physical skills that require at least an average amount of physical coordination. Students shall be able to manipulate technical equipment for the procedures. While performing clinical training students shall be required to:

**Routine**
- Grasping – Positioning patients for exams and procedures.
- Repetitive Motions – Entering computer data.
- Crouching – Positioning patients for exams and supply stocking.
- Pulling – Moving items that can weigh as much as 25 LBs (pounds) or more.
- Pushing – transporting patients in wheelchairs or on stretchers using 25 LBs of force. Moving portable and C-arm equipment with 20 LBs of force to areas of the hospital.
- Carrying – Carrying cassettes that can weigh as much as 25 LBs.
- Pulling – Assisting and moving patients off and onto stretchers and wheelchairs using 8 to 24 LBs of force.
- Fingering – Entering computer data and setting techniques for exams.
- Lifting – Moving patients (who can weigh more than 50 LBs (from wheelchairs/carts off and onto exam tables.
- Reaching – Positioning patients and manipulating portable equipment.
- Stooping – Positioning of exams and assisting patients in and out of wheelchairs.
- Feeling – Perceiving attributes of patients and objects such as when positioning patients for procedures or palpating veins for IV insertion.
- Hearing – Perceiving that nature of sounds at normal range; ability to receive detailed information through oral communication, and to make fine discriminations in sound, during auscultation and percussion.
- Walking – Transporting and assisting patients into dressing/exam rooms. Walking to other areas of the department and hospital to do exams and have images interpreted.
- Talking – Must be able to communicate verbally in an effective manner with patients, co-workers and physicians.
- Standing – All clinical assignments require standing.
Visual Acuity Requirements

- During clinical assignments, students are required to use a computer terminal and set the proper exposure techniques on the x-ray equipment.
- Clinical assignments require working with printed and/or written documentation.
- Students must be able to assess patient’s condition, i.e. color, respiration, motion etc.
- Clinical assignments require critiquing of radiographs.

ENVIRONMENTAL CONDITIONS

As a radiologic technology student, you will be exposed to a variety of substances within the work environment and clinical sites. You can expect exposure to blood, body tissues, and fluids. There is the potential of exposure to electrical hazards, hazardous waste materials, radiation, poisonous substances, chemicals, loud or unpleasant noises and high stress emergency situations.

Students are given instruction about OSHA Blood-Borne Pathogen and Universal Precautions prior to starting clinical rotations.

BACKGROUND INFORMATION

Students are advised to review the applicable licensure/certification following completion of the program at Touro College. A conviction of a felony or a misdemeanor is considered to be a violation of the Standards of Ethics. Eligibility for licensure may be limited by the results of a criminal background investigation. Information about this can be obtained from the American Registry of Radiologic Technologists, www.ARRT.org.

All healthcare workers and students are required to undergo a criminal background check in order to work in a clinical setting. A student with a positive background check containing disqualifying conditions as defined by Federal and State law will NOT be allowed to enter the program.

NATURE OF WORK

Radiologic technologists take x-rays and administer non-radioactive materials into patients’ blood streams for diagnostic purposes. They also produce x-ray images of internal parts of the body for use in diagnosing medical problems. They prepare patients for radiologic examinations by explaining the procedure, removing articles such as jewelry, through which x-rays cannot pass, and positioning patients so that the parts of the body can be appropriately radiographed. To prevent unnecessary radiation exposure, they surround the exposed area with radiation protections devices, such as lead shields, or limit the size of the x-ray beam. Radiographers position radiographic equipment at the correct angle and height over the appropriate area of a patient’s body. Using instruments similar to a measuring tape (caliper); they may measure the thickness of the section to be radiographed and set controls on the x-ray machine to produce radiographs of the appropriate density, detail, and contrast. Experienced radiographers may perform more complex imaging procedures.
CT technologists operate computerized tomography scanners to produce cross-sectional images of patients.

MRI technologists operate machines using strong magnets and radio waves rather than radiation to create cross-sectional images and are called magnetic resonance imaging technologists.

Ultrasound technologists operate using sound waves rather than radiation to create cross-sectional images of the body.

Radiation Therapy technologists operate large machines delivering precise amounts of radiation to cancer patients.

Nuclear Medicine technologists give patients radioactive materials to produce images of physiologic function.

Radiologic technologists produce images of various anatomical parts of the body and must follow physicians’ orders precisely and conform to regulations concerning use of radiation to protect themselves, their patients, and coworkers from unnecessary exposure.

SCHOOL FACILITIES

All radiologic core classes and laboratory sessions are held at Harlem Hospital Center. In addition to Harlem Hospital Center, clinical education takes place in the Department of Radiology at Metropolitan Hospital Center, Kings County Hospital Center, Elmhurst Hospital Center, North Central Bronx Hospital and various Mid Rockland Imaging Partners; Rad. Net imaging centers. The extensive number of radiographic examinations and procedures performed enable students to experience the widest possible range of clinical education.

There is a dedicated computer lab in which all students are encouraged to review for classes and for the national registry examination. A variety of questions and answers simulating computer-based examinations are available to students and technologists preparing for the national registry examination.

POLICY ON DRUGS AND CONTROLLED SUBSTANCES

Touro College and The Program maintain a standard of conduct concerning the unlawful possession, use, or distribution of drugs and alcohol by its students on its property or as part of its activities at any location. Students are to report to school and/or the clinical area free of the effects of drugs or alcohol.

Any student found possessing, purchasing, selling, transferring or soliciting, using, distributing or under the influence of any intoxicant on school or hospital property shall be subject to IMMEDIATE EXPULSION. If reasonable suspicion exists that a student may be under the influence of drugs or alcohol, the Program retains the right to refer the student to Occupational Health Services for evaluation and/or testing. Refusal to honor this request or a positive finding as a result of the examination shall result in IMMEDIATE DISMISSAL of the student from the program.
Further information on the policy can be found in the NYSCAS Catalog and the NYSCAS Student Handbook found here: https://nyscas.touro.edu/students/

For the complete policy, see https://touro.app.box.com/v/ControlledSubstancesPolicy


STUDENT CONFIDENTIALITY

Touro College and The Program subscribe to the Family Education Rights and Privacy Act, 1974 (FERPA). Any student wishing to do so shall inspect any or all of their records and challenge the contents. For the purposes of good administration, all requests must be made (in writing) through the Program office.

Further information can be found in the NYSCAS Catalog and the NYSCAS Student Handbook found here: https://nyscas.touro.edu/students/

VACATION AND HOLIDAY POLICY

1. Students are permitted four (4) weeks of vacation per year.

2. A student who is absent on the day prior to or after a scheduled vacation shall face disciplinary actions up to and including suspension as determined by the Program Director. Regarding this infraction, the student shall be suspended for a minimum of two days in addition to the day/s missed which has to be made up and potentially more if a chronic pattern is in evidence unless he/she is able to present documentation of an unavoidable/unforeseen occurrence that caused the absence.

3. Students are cautioned to make their travel arrangements with this in mind.

4. The school observes the following holidays:

   - New Year’s Day
   - Martin Luther King Day
   - Washington's Birthday
   - Memorial Day
   - Independence Day
   - Labor Day
   - Columbus Day
   - Election Day
   - Veterans Day
   - Thanksgiving & the day after Thanksgiving
   - Christmas Day

5. A student shall be allowed to substitute two of the scheduled holidays in order to observe religious holidays with the consent of the Program Director by documenting such request on the appropriate form

6. Students are allowed 5 sick days per calendar year.

STANDARDS OF DRESS AND APPEARANCE

Students are expected to convey a professional demeanor, not only in their behavior but also in
their dress and appearance. A professional image conveys credibility, trust, respect, and confidence to one’s colleagues and patients. In all educational settings — classroom and clinical environment — students are expected to be clean, well groomed, and dressed in a manner appropriate to their responsibilities and the standards of their assigned clinical sites. When patient contact is part of the educational experience, students are expected to dress professionally and wear a clean white coat unless otherwise instructed by the faculty. Students are expected to wear their identification badges at all times in clinical and academic settings. All students are required to be clean and maintain appropriate personal hygiene with regard to their body, hair, and nails. Hair and nails need to be clean, neat, and of a reasonable length so as to not interfere with the student’s and/or patient’s safety or ability to perform their duties.

As a professional, your appearance is important. You are representing not only the school but the clinical affiliate and the radiography profession. The following policies shall be adhered to.

**Hair Maintenance** – Hair shall be neat, clean, and of a natural human color. Unless head coverings are required for religious or cultural reasons, hats or other head coverings should be avoided.

**Clothing** – Clothing shall be clean, professionally styled, and in good repair. Women shall avoid clothing such as bare back tops, halter tops, midriff tops, spandex tops, or skirts that are too short. Men shall wear slacks and a dress shirt. Shorts and blue jeans are not appropriate professional dress. Shoes shall be closed-toe, comfortable, clean, and in good repair.

**Scrubs** – Scrub suits shall be worn in specific patient care areas only. They are the property of the hospital and are not to be defaced, altered, or removed from the hospital. Scrubs are NOT to be worn outside of the Program unless otherwise specified. Stained or soiled scrub suits shall be changed as soon as possible; they are a source of potential contamination. All personal protective equipment (e.g., masks, hats, booties) shall be removed upon leaving operating rooms or procedural areas.

**Body Piercing and Tattoos** – Body art and body piercing, which may be acceptable in some social situations, shall not be worn or displayed by students in professional settings. The possibility exists of receiving a negative feedback about your grooming and attire from patients, faculty, course directors, and peers when your appearance does not meet expectations for professional and clinical environments.

**ADDITIONAL DRESS CODE GUIDELINES:**

1. Students shall report to their clinical assignment in the prescribed uniform. Failure to wear the proper uniform shall result in the student being sent home and marked absent for the day.
2. Students are required to have a clean uniform at all times. Students are urged to have a clean, spare uniform in their locker in case of accidents in the clinical area.
3. No short pants are allowed.
4. Sweaters or T-shirts under the uniform tops are **NOT** permitted.
5. Hospital scrubs are not permitted to be worn in the classroom or clinical setting.
6. Surgery uniforms shall be worn only during the performance of rotations in the O.R. surgery assignments.
7. Students are required to wear lab jackets with identification badges at all times while at the clinical sites.
8. Hospital ID badges shall not be defaced and shall be displayed prominently. Any hospital employee, while acting in an official capacity, may inspect the students’ badge for compliance issues.
9. In the event the employee health card, ID badge, or dosimeter is lost or destroyed, the student must inform the Program Director and the Director of Education immediately. Students are responsible for the cost of replacement.
10. Under no circumstance shall the student deface or cover the ID badge thus obscuring the STUDENT designation on the badge.
11. Each student shall wear hospital identification while on hospital premises.
12. Personal and oral hygiene shall be the concern and responsibility of each student.
13. As a professional, your appearance is important. You are representing not only the school, but also the clinical affiliate, as well as the radiography profession. It is each student’s responsibility to abide by the above directives.

**FEMALE DRESS CODE:**

- White uniform trousers or skirts shall be worn with white stockings or socks with white shoes.
- **ONLY** buttoned down (oxford blue) shirt shall be worn tucked into the skirt or trousers.
- A short white lab jacket shall be worn with the designated school patch displayed on the upper left sleeve.
- Stretch pants, yoga pants, or jeans are **not** acceptable.
- Long hair must be pulled back and tied away from the face
- Earrings are permitted, but **shall only be worn in the ear lobe** (studs) and not dangle, for safety reasons.
- No visible tattoos
- No facial piercings
- Discreet use of makeup shall be permitted. Heavy eye shadow, rouge, and lipstick shall be avoided.
- Fingernails shall be short, neat and clean. Students are not permitted to use any nail enhancements.
- Perfumes shall be used in moderation. Strong scents, which may be offensive to patients, shall be avoided.
**MALE DRESS CODE:**

- White uniform trousers shall be worn with white socks and shoes.
- **ONLY** a blue buttoned down (oxford blue) shirt shall be worn tucked into trousers with a short white lab jacket.
- The lab jacket shall have the designated school patch displayed on the upper left sleeve.
- Stretch pants, yoga pants, or jeans are not acceptable.
- Aftershave or cologne shall be used in moderation. Strong scents, which may be offensive to patients, shall be avoided.
- No visible tattoos
- No facial piercings
- Facial hair groomed and kept short

**USE OF SOCIAL MEDIA**

As described above, behavior of students in the academic setting and beyond shall be in keeping with the ideals of the institution and the profession. The following paragraphs indicate the current standards for behavior that relate to the use of social media.

Each student is responsible for his or her postings on the Internet and in all varieties of social media. In all communications, students are expected to be courteous, respectful, and considerate of others. Inappropriate postings on the Internet or social media will be considered lapses in the standards of professionalism expected of students.

Students responsible for such postings are subject to the Code of Conduct process in the same manner as for any other unprofessional behavior that occurs outside the academic setting. Students who do not follow these expectations shall face disciplinary actions to include dismissal from the Program. Students are urged to consider the following before posting any comments, videos, pictures, or essays to the Internet or a social media site:

1. There is no such thing as an “anonymous” post. Furthermore, any posts or comments submitted for others to read shall be posted with full identification of the writer. Where your connection to the program is apparent, make it clear that you are speaking for yourself and not on behalf of the program.

2. A disclaimer, such as, "The views expressed on this [blog; website] are my own and do not reflect the views of my Program or the Hospital" are required.

3. Internet activities are permanently linked to the author, such that all future employment may be hampered by inappropriate behavior on the Internet

4. Making postings “private” does not preclude others copying and pasting comments on public websites. “Private” postings that become public are still subject to sanctions described in the Code of Conduct.
5. Do not share information in a way that shall violate any laws or regulations (i.e., HIPAA). Disclosing information about patients without written permission of the patient and the Program, including photographs or potentially identifiable information, is strictly prohibited. This rule also applies to deceased patients.

6. For the schools’ protection, as well as your own, it is critical that you show proper respect for the laws governing intellectual property, copyright, and fair use of copyrighted material owned by others, including the Medical Imaging Program’s own copyrights and brands.

7. Curricular materials developed by the faculty and staff of this school or faculty/staff of other schools or educational institutions shall not be distributed or redistributed. When in doubt, students are advised to seek guidance regarding appropriate use of such materials.

8. Do not share confidential or proprietary information that may compromise research efforts, business practices, or security.

**TUITION AND FEES** *

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$60.00</td>
</tr>
<tr>
<td>Entrance Exam Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Tuition Per Semester</td>
<td>$7,575 each Fall and Spring Semester</td>
</tr>
<tr>
<td></td>
<td>$3,810 Summer Semester</td>
</tr>
<tr>
<td>Official Transcripts of Record</td>
<td>$10.00</td>
</tr>
<tr>
<td>Student Fee</td>
<td>$100 per semester, $50 for Summer</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$150 per semester, $50 for Summer</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$600</td>
</tr>
<tr>
<td>Late Payment Fee</td>
<td>$100</td>
</tr>
<tr>
<td>Transcript Fee</td>
<td>$10</td>
</tr>
<tr>
<td><strong>Replacement Items</strong></td>
<td></td>
</tr>
<tr>
<td>Patches</td>
<td>$5.00 each</td>
</tr>
<tr>
<td>Lost Markers</td>
<td>$25.00 pair</td>
</tr>
<tr>
<td>Lost Dosimeters</td>
<td>$25.00</td>
</tr>
<tr>
<td>Late Dosimeters</td>
<td>$1.00 per day</td>
</tr>
<tr>
<td>Lost Books (when borrowed from the school)</td>
<td>Replacement Cost</td>
</tr>
</tbody>
</table>

*Fee’s subject to change.

**NOTE:** ALL TUITION FEES ARE DUE BEFORE THE START OF EACH SEMESTER

**TUITION AND REFUND POLICIES**

1. The tuition for this program is **$34,110.00** which is payable at the beginning of each semester in increments.
   
a. Refer to the Tuition policies as prescribed by Touro College in the NYSCAS Catalog and Student Handbook: [https://nyscas.touro.edu/students/](https://nyscas.touro.edu/students/)

2. Tuition is due before the first day of the semester.
3. Failure to pay the prescribed fee shall result in suspension until paid.

4. Tuition from other sources (i.e. TAP, 1199) shall be deferred pending verifiable awards or other financial aid certification.
   a. If this award is withdrawn or the student is deemed ineligible, the student shall be held responsible for the tuition.

5. Refer to the Tuition Refund policies as prescribed by Touro College in the NYSCAS Catalog and Student Handbook: [https://nycas.touro.edu/students/](https://nycas.touro.edu/students/)
   a. Should a student withdraw voluntarily within two (2) weeks of the start of the semester, the full tuition shall be refunded.
   b. Should a student withdraw before four (4) weeks of the semester has been completed, half of the tuition shall be refunded.
   c. There shall be no refund awarded after four weeks of the semester has elapsed.
   d. In the event that a student is dismissed for any valid reason, there shall be no tuition refund.

6. Students with unpaid tuition or any other unpaid debts to the school will be denied official transcripts. No information will be released until the obligation is satisfied.

**FINANCIAL AID**

Information on financial aid policies can be found in the NYSCAS Catalog and the NYSCAS Student Handbook found here: [https://nycas.touro.edu/students/](https://nycas.touro.edu/students/)

**ATTENDANCE POLICY**

It is essential that all students maintain a high standard of attendance and promptness. Students shall be at their clinical site as their schedule dictates. Adhering to the Attendance Policies is a requirement for continued enrollment in the program.

1. Students shall make up any absence in excess of the allotted amount of sick or bereavement time.
   a. Time shall be made up only when a staff member is on duty and available to supervise the student.
   b. Failing the availability of a staff member to supervise the student, he/she shall make up the time that is in excess of his/her allowable allocation after graduation or volunteering on holidays/vacation time pending the availability of a supervising staff.
   c. Approval for make-up shall be verified by the clinical coordinator.
   d. The students' diploma shall be withheld until such deficiency is satisfied. (JRCERT requirement does not allow clinical on national holidays)

2. It is the responsibility of the student to call into the program (1 hour prior to start time) on each day of absence (212) 939-3476 or (212) 939-3475. If no one answers he/she shall leave a message on the voicemail and to their assigned clinical site if the absence occurs on a clinical day.
3. Failure to do so shall result in disciplinary action at the discretion of the Program Director.
4. Hospital and program policy specifies that when an individual is absent for three or more consecutive workdays, a physician’s note shall be submitted upon returning to program.
5. In the event that a student is absent either the day before or the day after the weekend or a holiday, a Physician’s note shall be submitted upon returning to program.
6. In the event of an emergency, documentation substantiating the emergency shall be submitted.
7. Failure to comply with items 7 & 8 shall result in disciplinary action at the discretion of the Program Director.
8. Students are required to make up all owed time prior to graduation. Failure to do so shall result in the student being rendered ineligible to receive a diploma and being rendered ineligible to sit for the ARRT Certification Examination and receive temporary State licensure until the time is made up.

**INCLEMENT WEATHER OR NON-WEATHER RELATED EMERGENCIES**

In severe weather or other non-weather related emergencies, classes may be cancelled or delayed. Notification of class delays or cancellations shall be made by email or phone.

On snowy or icy days, students shall not be considered tardy if they arrive at the clinical site within a reasonable time frame allowed by the Program for that day. The amount of time varies with the intensity and severity of each storm and road conditions in any particular region, at the discretion of the faculty.

Refer to the NYSCAS Student Handbook for inclement weather policies: https://nyscas.touro.edu/students/

**LATE POLICY/PUNCTUALITY POLICY**

1. Daily Attendance hours for the program (for classes and clinical) are: 9:00 AM - 4:00 PM Monday through Friday with a one-hour lunch, unless otherwise notified. Students are expected to attend all academic and clinical sessions.
2. Excessive lateness is not acceptable. All students are required to be in class or at their assigned clinical site on time.
3. Punctuality is strictly enforced to help the student adjust to the expectations of the workforce. Punctuality is a vital criterion in the evaluation of work ethic. Students are expected to arrive at least 15 minutes prior to the start of clinical or class start time.
4. Students are considered late arriving at school/clinical regardless of the circumstances (including disaster, inclement weather or emergency).
5. Students arriving late to class or clinical shall report to an instructor immediately upon arrival in the clinic or classroom.
6. The student shall notify the school and the clinical site before the start of the clinical or didactic day if he/she expects to be late.
ILLNESS/INJURY AT SCHOOL

1. If the student becomes ill or injured during program hours and feels they cannot complete the day, they shall notify the appropriate personnel in accordance with the clinical or didactic attendance guidelines.

2. If a student’s illness constitutes an emergency, the student shall be escorted to the Emergency Room at the clinical site or OHS at Harlem Hospital. Any costs not covered by their personal health insurance are at the student’s expense. If follow up care is needed after the emergency room visit, the student shall see their physician.

3. The Program does not assume liability for any student illness or injury. Students are responsible for maintaining health and accident insurance during the entire enrollment period in the Program.

4. The student's next of kin shall only be notified if the student is unresponsive or if the student is unable to give consent for treatment.

SPECIAL LEAVES

BEREAVEMENT LEAVE:
1. The Program Director shall be contacted immediately in the event of need for bereavement leave.
2. The student shall request bereavement leave in writing and provide proof; (death certificate/funeral program).
3. The student shall submit a Time-off documentation form to the Program Director.
4. The student shall be responsible for any missed educational material. The student shall contact the instructor immediately on his/her return to make-up any missed exams.

JURY DUTY:
1. Should a student receive a jury summons, the Program Director shall be notified immediately so that the student’s schedule can be adjusted accordingly.
2. The student shall fill out a Time-off documentation form and submit it to the Program Director.
3. A copy of the jury summons and proof of serving as a juror are required.
4. If a student is released early from jury duty, the Program Director shall be contacted to determine whether the student shall report to school for the remainder of the scheduled day.
5. The student shall be responsible for any missed educational material. The student shall contact the instructor immediately on his/her return to make-up any missed exams.

MILITARY LEAVE:
1. Should a student be called to active or reserve duty, the Program Director shall be notified immediately.
2. Documentation shall be provided to the Program Director.
3. Upon return from military leave, an appointment shall be made to determine program placement.
**LEAVE OF ABSENCE:**
A leave of absence (LOA) is a scheduled or an administrative absence for an extended or intermittent period of time. Reasons a student may request an LOA:

1. Serious illness or hospitalization of the student.
2. Serious illness or hospitalization of an immediate family member.
3. Financial or other unforeseen adverse circumstances.

**STUDENT REQUEST FOR LEAVE OF ABSENCE (LOA)**
1. The student is required to make a request for a LOA in writing (dated and signed) to their Program Director as soon as the need arises.
2. The student shall submit all verifying documentation with the request.
3. The Program Director shall meet with the program & adjunct faculty to outline the LOA guidelines in accordance with Program policies (i.e. length of time, scheduled make up time, course work, etc.).
4. Approval or disapproval of the LOA shall be made in writing to the student within two (2) program days following the faculty meeting.
5. For extended or ongoing medical conditions, documentation shall be required.
6. If the LOA is a result of a physician order, a physician’s release is required to return to the program.
7. A student returning from a LOA is not guaranteed that the courses required to complete their training shall be available at the time of return.
8. The student shall also be required to repeat the course/s from which he/she elected to withdraw.
9. Make up time from a LOA shall be scheduled at the discretion of the Program.
10. An LOA shall most likely extend the time needed to complete the program.
11. Any program extension shall incur additional tuition or related fees
12. Students are required to fulfill all requirements for graduation including completion of all course work and clinical requirements.

**ACADEMIC POLICIES**
1. The first semester of the program is considered to be probationary. The school reserves the right to terminate or suspend any student who, in the judgment of the Program Director, does not meet the requirements of scholarship, clinical ability, ethical behavior, health or personal suitability for the profession of Radiologic Technology.

2. Students shall maintain an overall average in each didactic course and for clinical competencies to remain in good academic standing. Failure to do so shall result in the imposition of disciplinary action to include probation/dismissal. Students should refer to the NYSCAS Catalog and Student Handbook for the official average guidelines.

4. If a student fails an examination, he/she shall repeat the section or demonstrate academic competency as determined by the Program Director and Director of Education.
   a. If a student fails a competency, he/she shall be remediated by the clinical coordinator
or Program Director before being allowed to attempt the same competency. The method of remediation will be at the discretion of the faculty staff.

5. If a student fails more than one course per semester, the student shall either be dismissed from the program or be requested to repeat the semester. Failing two consecutive classes (i.e., Physics I and Physics II), shall result in dismissal and the student shall have the option to reapply for admission if they so desire. A reapplication does not imply guaranteed automatic admission to the program.

**GRADING POLICY**

Information on grading policies can be found in the NYSCAS Catalog and the NYSCAS Student Handbook found here: https://nyscas.touro.edu/students/

**DIDACTIC GUIDELINES**

- Students shall be given Course Syllabi to include objectives and course requirements by each course instructor at the beginning of the class. The requirements shall clearly inform students the degree of aid and collaboration, if any, allowed on assignments, projects, and examinations.
- Students are expected to complete the course requirements in compliance with standards described above. Students shall direct all questions on the didactic guidelines to the instructor BEFORE submitting an assignment.
- Students are required to attend all classes. The subject matters presented in the classrooms shall be used in the clinical setting and ultimately as a professional in Medical Imaging.
- Students shall be on time and shall remain for the entire lecture session. All effort shall be made to attend to personal needs during the scheduled breaks to avoid disrupting the lecture session.
- All classroom and clinical assignments shall be handed in on time. In the event of illness, it is the responsibility of the students to make arrangements for the assignments to be delivered to the school office by the stated deadline.
- Material submitted after the deadline shall not be accepted and a zero grade shall be awarded.
- Professional demeanor is expected of the students in the classroom at all times. Disruptive behavior which includes, sleeping, and leaving during lectures shall not be tolerated. The instructor reserves the right to dismiss a student from class for any of the above infractions. The class dismissal shall be treated as an absence.
- If the student finds it necessary to miss class, the following procedures shall be followed:
  - The student shall notify his/her instructor and Program Director or designee if they shall be absent, tardy, or need to leave a class before dismissal time. A time-off form shall be filled out and submitted to the Program Director.
- Make-up exams due to catastrophic incidence or serious illness shall be given at the discretion
of the Instructor.

- At the first instance of a student found cheating on an examination, the student shall be immediately dismissed from the program.
- Students shall have the required textbooks.
- Cellular phone devices are not permitted in class during class lecture, class presentations, during quizzes or examinations.
- Hospital regulations require that cellular phones be off in all patient care areas. No “ear buds” shall be worn in the classroom or clinical areas.
- All students are required to successfully complete an approved program in BLS prior to the start of Clinical rotations.
- Students shall adhere to the Touro College Code of Conduct in the classroom and clinical settings. [https://www.touro.edu/students/policies/code-of-conduct/](https://www.touro.edu/students/policies/code-of-conduct/)
- Students are forbidden to write on and/or deface any school books, desks, or other hospital property.
- Students are required to keep the classroom neat and clean at all times. Smoking, eating, or drinking are not permitted in the classroom at any time whether classes are in session or not.
- Cheating, plagiarism or other forms of academic dishonesty are not acceptable, shall not be tolerated and are basis for suspension and/or termination.
- Non-medical electronic devices are not allowed in classrooms or the clinical setting (i.e., PDA, MP3 players, etc.).
- Students are not allowed to use the classroom audio-visual equipment unless instructed to do so by the instructor.
- Consumption of food or drink is not allowed in the classroom and lab. Students are encouraged to use the lounge in the Kountz Pavilion for lunch and between class breaks.
- Students are prohibited from altering the condition of the classrooms (desks, skeleton, podium, audio-visual equipment, etc.)
- The student lounge has a cleaning roster posted on the bulletin board. The assigned students are required to keep the lounge clean for the specific period. Failure on the part of the students to keep the lounge neat and clean shall result in the termination of the lounge privileges.
- The Program is not responsible for student articles left unattended in the classrooms.
- Students shall use classrooms and labs during program hours, Monday – Friday between 7:00 a.m. and 8:00 p.m., with faculty supervision.
- Children are not allowed on the school premises or in the classrooms.
STUDENT EMPLOYMENT

• Students cannot work as Radiographers before graduation and without a valid state license.
• Students are not discouraged from holding other jobs outside the program. All students are advised of this at interview. However, students shall realize that no special privileges shall be given. Outside employment shall not interfere with academic or clinical responsibilities.
• If a student is employed in a radiology department, the student’s school dosimeter shall not be worn at their place of employment.
• Clinical rotations are not considered employment and students shall not receive any compensation while on clinical rotations.
• No signatures obtained for clinical competencies shall be valid during the students' employment.
• Preference for clinical rotation assignments shall not be based on the student’s place of employment.

TITLE IX

Title IX, and its implementing regulations, prohibit discrimination on the basis of sex, including sexual harassment. Sexual harassment is unwelcome conduct of a sexual nature and can include sexual advances, request for sexual favors, and other verbal, non-verbal, or physical conduct. Environmental harassment (sometimes referred to as hostile environment) is sexually harassing conduct that is sufficiently severe, persistent or pervasive to limit an individual’s ability to participate in or receive benefits, services, or opportunities at Touro. This can include persistent comments or jokes about an individual’s, sex; verbal behavior, including insults, remarks, epithets, or derogatory statements; nonverbal behavior, including graffiti, inappropriate physical advances short of physical violence such as repeated and unwanted touching; and assault, including physical violence or the threat of physical violence.

All divisions of Touro seek to foster a collegial atmosphere in which students are nurtured and educated through close faculty-student relationships, student camaraderie, and individualized attention. Discrimination or harassment of any kind is anathema to Touro’s mission, history, and identity. Touro will resolve any identified discrimination in a timely and effective manner, and will ensure that it does not recur. Compliance with Touro’s policies and procedures is a necessary step in achieving a safe environment in our educational community. The policies set forth were developed to promote a safe educational environment in compliance with the Violence Against Women Act (VAWA) and a high-quality campus life.

Those believing that they have been harassed or discriminated against on the basis of their sex, including sexual harassment, should contact the Title IX coordinator immediately. When Touro has notice of the occurrence, Touro is compelled to take immediate and effective corrective action reasonably calculated to stop the harassment, prevent its recurrence, and as appropriate, remedy its effects.

This policy applies to all members of Touro, including students, faculty, and administrators as well
as third parties (including, but not limited to, vendors, invitees, etc.). Information and/or training regarding this policy are available to students, faculty, and staff. In addition, information about this policy will be available on Touro’s website.

Title IX Coordinator

The Title IX Coordinator or his/her designee (“Title IX Coordinator”) is trained and knowledgeable about enforcement, compliance, communication, and implementation of Touro’s anti-harassment and anti-discrimination policy. Retaliation against any individual who made a complaint will not be tolerated. Complaints may be filed by contacting the Title IX Coordinator:

Matthew Lieberman
Touro College
500 7th Avenue, 4th Floor
New York, NY 10018
Phone: 646-565-6000 x55667
Email: matthew.lieberman@touro.edu or alternatively, the Chief Compliance Officer at compliance@touro.edu

For Further Information:

Students are strongly urged to read the full policy at https://touro.app.box.com/v/titleixpolicy

Students are also urged to read the Annual Security and Fire Report at:

https://www.touro.edu/departments/campus-security/clery-reports/

Additional information about this policy will be available on Touro’s website. Students may contact the Office for Civil Rights of the U.S. Department of Education for inquiries concerning the application of Title IX as well as the implementation of its regulations. The Office for Civil Rights can be contacted using the following information: U.S. Department of Education Office for Civil Rights 32 Old Slip, 26th Floor New York, New York 10005 Phone (646) 428-3800 Fax (646) 428-3843 email: OCR.NewYork@ed.gov

ACADEMIC CODE OF CONDUCT

The Touro College Code of Conduct is a policy that outlines the procedures by which academic honesty is enforced. It outlines offenses, procedures for dealing with offenses, and possible penalty if charges are found to be true.

The ethical integrity of the Program is dependent on the honesty and soundness of the administration/faculty – student learning relationship. All students are expected to be honest in all of their academic activities and relationships with the institution.

Students shall adhere to the Touro College Code of Conduct in the classroom and clinical settings. https://www.touro.edu/students/policies/code-of-conduct/
ARRT CODE OF ETHICS

Students are expected to be in compliance with the professional code of ethics established by the ARRT and published 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 Registered Technologists and applicants shall evaluate their professional conduct as it relates to patients, health care consumers, employers, colleagues and other members of the health care team.

1. The radiologic technologist conducts himself/herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.

2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.

3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socioeconomic status.

4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed and employs procedures and techniques approximately.

5. The radiologic technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions and acts in the best interest of the patient.

6. The radiologic technologist acts as an agent through observations and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team.

8. The radiologic technologist practices ethical conduct appropriate to the profession and protect the patient’s right to quality radiologic technology care.

9. The radiologic technologist respects confidences entrusted in the course of professional practice; respects the patient’s right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

PROFESSIONAL CONDUCT

Touro College and The Program expect and demand that every student observe the basic code of professional conduct. As a member of a health care delivery team, it is important that the student...
understand the accepted policies and the penalties involved in violating these rules. The following occurrences shall make the student subject to disciplinary action up to and including dismissal from the program:

1. Deliberate inattention to patient care.
2. Divulging confidential information concerning patients or their care.
3. Refusal to carry out orders or instructions of their supervisors.
4. Deliberate violation of a posted rule pertaining to health, safety, fire prevention or security.
5. Deliberate false, fraudulent or malicious statements or actions involving relations with a patient, the hospital staff or the public.
6. Falsification of hospital or school records, documents or forms.
7. Unauthorized use, removal, theft or intentional damage to the property of a patient, visitor, employee, student, the hospital or an independent contractor.
8. Threatening to commit actual physical violence.
9. The use of profanity either in the Clinical Sites or in the school.
10. Disorderly, immoral or unethical conduct on hospital grounds.
11. Conviction of a crime while enrolled in the program.
12. Failure to report an injury or incident concerning a patient, visitor, employee, student or any other person on the hospital grounds.
13. Soliciting tips from patients or any other person.
14. Sale of services to patients.
15. Rude or discourteous behavior.
16. Unauthorized absence from the assigned area.
17. Gambling on hospital premises.
18. Refusal to participate in a medical procedure due to its nature or the nature, condition or behavior of the patient.
19. Inattention to the patient’s sense of modesty.
20. Administration of any medication, water, food or treatment to a patient without proper authorization.
22. Taking radiographs without proper authorization.
23. Failure to meet the financial obligations of the program.
24. Excessive lateness or excessive absenteeism.
25. Taking photographs of patients.

**COMPUTER AND INTERNET USAGE**

The computers, fax, voicemail, e-mail, and Internet are for educational and school research only. The use of the computer and Internet for business unrelated to clinical rotations or the Program in Radiography is not allowed.

- Students shall not share passwords with anyone. All passwords are to be treated as sensitive and confidential.
• If a password becomes compromised or is suspected to have been compromised it shall be reported to the program director for action.
• Students shall not attempt to use, view or access another person’s accounts, computer files, programs, or data.
• Unauthorized attempts to view Patient Health or other restricted information are not allowed.
• Students shall not attempt to use the program’s computers or account to gain unauthorized access to other systems.
• Student shall not attempt to download unauthorized program material to external sources.
• Students shall not attempt to degrade the performance of program’s computers and/or networks.
• Student shall not use the program’s resources for commercial activity such as creating products or services for sale and cannot install personal software on the program’s computers.
• Copying software protected by copyright, except as permitted by software licensing agreements is not allowed.
• Students are not allowed to send, store, or access fraudulent, harassing, or obscene messages and/or materials on the program’s systems.
• Students are not allowed to initiate or propagate electronic chain letters, or mass mailing to newsgroups, mailing lists or to other individuals.
• Misuse of computer and/or Internet shall result in disciplinary action.

In addition, students are to abide by the Touro College Computer Policy found in the Student Handbook (https://nyscas.touro.edu/students/) as well as the Touro College Academic Integrity Policy (https://www.touro.edu/students/policies/academic-integrity/).

COURSE DESCRIPTIONS
Refer to the Program Catalog for Course Descriptions and Program Schedule of Courses.

COMPREHENSIVE ACADEMIC EXAMINATIONS
It is important for graduates of The Program to be competent, perform well clinically, and be able to assimilate their classroom and other cognitive learning so that they shall be able to think independently, communicate their knowledge effectively, and successfully pass their national credentialing examinations.

To prepare the student for their certification examinations, “Registry Type” exams shall be given periodically throughout the last academic year.
DISCIPLINARY ACTION

When an infraction of any of the policies of the Program is committed, disciplinary action, commensurate with the nature and severity of the offense, shall be imposed on the student involved.

The following sanctions shall be considered as appropriate, and imposed by the Program Director:

1. Verbal Reprimand
2. Written Reprimand
3. Probation
4. Suspension
5. Expulsion

Whatever the action taken, the decision shall be communicated to the student in writing within five (5) days of the process. A copy of the decision is to be placed in the student’s files.

In the event that the student disagrees with the decision, it is the student’s responsibility to pursue their concern through each successive step of the appeals procedure, within the allotted time.

Any infraction of the policies of the Program, the hospital in which the student is assigned, or Touro College shall warrant disciplinary action. The type of action taken shall depend upon the seriousness of the infraction.

If the infraction occurs within an assigned site, the hospital shall notify the program through the appropriate channels. This notice shall identify the problem and any circumstances surrounding the infraction.

The program staff will investigate the situation, decide upon the appropriate disciplinary measure to pursue, and notify the student and hospital by letter and meeting.

Disciplinary action shall take into consideration the student’s right to due process.

VERBAL WARNING

The Program staff shall, on the first offense, discuss the problem with the student and suggest remedial action. This event shall be documented (time and date) and placed in the student’s records.

WRITTEN WARNING

Student conference forms shall be used to provide the student with a formal written warning. The situation shall be discussed with the student when they are presented with the form. The student shall be given opportunity to write a statement of agreement or appeal on the conference form. The student’s signature on the conference form indicates that they have been made aware of the report, not that they agree or disagree with the report.

PROBATION

All students entering the Program are placed on probationary status for the first semester. Any
evidence of unsatisfactory performance or **ethical misconduct** shall result in disciplinary action including termination. Unsatisfactory performance shall include but not limited to:

- Failure to maintain the satisfactory academic progress for each course.
- Excessive absences and tardiness
- Inability to meet financial obligations to the program

Ethical misconduct shall refer to incidents outlined under Professional Conduct and the ASRT Code of Ethics.

**TERMINATION OR SUSPENSION**

The student shall be terminated/suspended from the program for severe infractions of Program/hospital policies. The period of suspension shall be specified by the Program Director.

Clinical affiliates have the right to request the removal of a student(s) for infractions of hospital policies, etc. If such a request is made, the program will attempt to place the student at another facility. If a second instance occurs in which a clinical site requests a student removal, the student will be immediately terminated.

Termination, suspension, or reassignment shall be decided by the Program Director.

**Immediate Termination and/or Suspension** shall result from any of the following:

1. Failure to meet academic and clinical standards as set forth by the Program and affiliated clinical education sites.
2. Improper performance of duty, neglect, or any malpractice.
4. Intoxication – reporting to class or clinic under the influence of alcohol or narcotics or partaking of these drugs while on the premises.
5. Verbal, written, or implied insubordination to supervising persons, Program faculty, or Clinical faculty and staff.
6. Improper conduct of any kind that might result in discredit to the department or Program.
7. Falsifying records/falsifying applications to the Program.
8. Accepting tips or gratuities from patients.
9. Sharing patient’s Protected Health Information with others for any reason other than direct patient care.
10. Abuse of hospital equipment.
11. Abandoning class or clinic without notification or permission.
12. Willful destruction of hospital or Program property.
13. Cheating on class or clinical examinations.
14. Convictions of criminal acts or jail sentence while a student.
15. Tampering with attendance records or student records.
16. Willfully exposing someone else’s dosimeter.
17. Use of improper language to classmates, faculty, staff or others.
18. Imaging or being imaged by another student.
19. Verbal or physical abuse to supervising technologists and academic instructors.
20. Inappropriate use of email towards faculty, staff, or other students.
21. Imaging students or technologist’s personal family and friends without a proper radiology requisition.
22. Malicious intent to impede another student’s progress in the Program.
24. Violating the Right to Privacy whether it is a fellow student or a patient.

**GRIEVANCE PROCEDURE / DUE PROCESS**

The Program has a step-by-step process to address any claim by a student that the Program is not in compliance with the Standards of the JRCERT. The grievance procedure addresses any claim that there has been a violation, misinterpretation, or inequitable application of any existing policy, procedure, or regulation. *The aggrieved student/s shall follow the procedure outlined below.*

**Step 1**

The student has three (3) working days after the event or violation to register his/her grievance in writing to the Program Director. A scheduled meeting shall take place between the student and the Program Director in an attempt to resolve the matter. If the student is not satisfied, the student shall proceed to Step 2, within three (3) days of the Step 1 meeting. If the student lets 3 working days pass and does not pursue Step 2; the appeal process is terminated with the understanding that the student has accepted the Program Director's decision.

**Step 2**

The student shall request a meeting with the Director of Education in an attempt to resolve the matter to his/her satisfaction. The request shall be made in writing. The student shall bring any representative, witness(es) and/or documentation they deem necessary to this meeting. The meeting shall take place within five (5) working days from the request for the meeting. The Director of Education shall reach a decision and notify the student within five (5) working days. If the student finds the decision unsatisfactory he/she shall proceed to Step #3, within five (5) working days of the response. Failure to proceed to step 3 within the allotted time period shall result in the appeals process being terminated with the understanding that the student has accepted the group decision.

**Step 3**

If the student is not satisfied with the decision of the Director of Education, he/she shall request (in writing) within five (5) working days that the appeal process be forwarded to the NYSCAS Grievance Panel, who is external to the Program.
The decision of the Grievance Panel (or designee) is final and binding with no further recourse in the appeal process. The decision shall be communicated to the aggrieved student within five (5) working days of its findings.

**HEALTH AND SAFETY**

1. Illness or accidents while on duty shall be reported to the Program Director. An incident report shall be immediately filled out. The student shall then be sent to Occupational Health Services / The Emergency Room for evaluation/treatment.
2. Students are required to have their Employee Health card in their possession at all times. Referral to the clinic cannot be accomplished unless the card is presented.
3. Accidents to students or patients while on duty shall be reported to the floor supervisor and the Program Director or his designee.
4. Students are required to familiarize themselves with the current Hospital policy for Communicable disease. This is done for the health and safety of the patient as well as the student.

**INFECTION CONTROL POLICY**

**BLOOD OR BODY FLUIDS**

All students who have a blood and/or body fluid injury/exposure incident shall be evaluated and documented by the Clinical Instructor and the Clinical Supervisor. The incident shall be documented on the Incident report. The student shall then be referred to the Occupational Health Services for evaluation.

Appropriate first aid shall be rendered which includes cleansing of the wounds with soap and water. Mucous membranes shall be flushed with water.

Students report exposure to the Clinical Instructor and the Clinical Supervisor.

Instructor/Supervisor completes the Incident report. The instructor/supervisor completing the Incident report shall clearly indicate that the exposure affected a non-employee, but the incident shall be accurately and confidentially recorded pursuant to applicable OSHA regulations.

Once the student has cleaned the wounds, reported the exposure to the Clinical Instructor and Clinical Site Supervisor, and completed the Incident report, the remaining steps shall be followed depending on whether the source patient is known or unknown.

**THE FOLLOWING PROCEDURE SHALL BE FOLLOWED IF THE SOURCE PATIENT IS KNOWN:**

- Student notifies supervisor where incident occurred to complete an Incident report.
- Student takes the Incident report form to Occupational Health Services.
- The OHS shall order lab work to be done on the patient source to determine if exposure to HIV has occurred.
□ Once the lab results are known, the OHS shall counsel with the student and notify the student of the lab results of the source patient.

□ If the student has been exposed to HIV, the student shall be referred to the Emergency Department to be evaluated for an appropriate post-exposure prophylaxis treatment. This treatment shall be at the student’s expense.

□ If the student has been exposed to Hepatitis B or Hepatitis C, the Occupational Health Services shall refer the student to the student’s private physician for treatment and follow-up, at the student’s expense.

THE FOLLOWING PROCEDURE SHALL BE FOLLOWED IF THE SOURCE PATIENT IS UNKNOWN:

□ Student takes the Incident report form to Occupational Health Services.
□ Occupational Health Services shall counsel student and refer the student to the student’s private physician for treatment and follow-up, at the student’s expense.

COMMUNICABLE DISEASES

Students who have been diagnosed as having any communicable disease/s shall immediately contact the Program Director. It is the responsibility of the student to inform Program Director/Director of Education that they have a known or expected form of communicable disease. The Program Director shall then contact the Occupational Health Services. Appropriate student confidentiality shall be maintained. The student shall request a leave of absence if needed due to illness.

The Program does not discriminate against individuals with communicable diseases; however, patient care shall be emphasized at all times. A doctor’s release shall be provided to the Program before the student is allowed to return to clinical education and academic classes.

ACCIDENTS AND INCIDENTS

• All accidents and incidents, whether or not a personal injury is involved, shall be reported to the supervisor in the area of the occurrence and a Program faculty member. This is the student’s responsibility. An incident report shall be filed relating the details of such accidents or incidents. Any student who witnesses an accident to a patient or a visitor, no matter how slight the injury, shall report the matter immediately to the area supervisor or the in-charge person.
• The Clinical Coordinator, the Program Director, and the clinical site supervisor shall review incidents involving students, after which counseling of the student the appropriate action shall be taken.
• A copy of all incident forms involving students shall be filed with the student’s records.
• Students enrolled in the Program are covered for professional liability.
• In addition to this policy, students are also subject to meet and shall comply with the policies related to the specific clinical site.
**CATASTROPHIC ILLNESS/INJURY POLICY**

In the event that a student suffers an illness or injury, which shall result in an extended period of recuperation, the student shall request a medical leave of absence (LOA). Upon completion of the leave of absence, the student shall be allowed to resume academic and clinical duties without prejudice. In all cases however, the standards of academic performance and clinical competency shall be met.

**RADIATION SAFETY, PROTECTION, & MONITORING POLICY**

Students shall be made aware of methods and procedures for protecting themselves, the patient and the general public from unnecessary exposure to radiation before being assigned to the college non-energized lab or to be out on the floor interacting with patients at the clinical sites.

1. The students shall utilize ionizing radiation equipment in a safe manner and provide patient and personnel protection by practicing the following:
   - Implementation of the Three Cardinal Rules (time, distance, and shielding) of Radiation Protection.
   - Wearing a dosimeter at the collar at all times. During fluoroscopy the dosimeter shall be worn outside the lead apron.
   - Providing gonadal shielding correctly, as the specific exams allow.
   - Wearing protective apparel (lead aprons, thyroid shields, etc.) during any fluoroscopic or mobile procedure.
   - Questioning all female patients of childbearing age, as to the likelihood of pregnancy.
   - Complying with the program policy prohibiting the holding of patients during exposure.
   - Complying with the program policy pertaining to student pregnancy.
   - Complying with the program policy pertaining to performing any repeat exposure under direct supervision only.

2. Students shall be issued a dosimeter to be worn at their clinical assignment. The Clinical Coordinator shall supply the radiation monitor (dosimeter) to the students before they are assigned to the clinical sites. Wearing the radiation-monitoring device is done in order to maintain accordance with established recommendations of the National Council on Radiation Protection and Measurements (NCRP) and current regulations of the State of New York Bureau of Environmental Control. In that radiation doses are maintained “As Low As Reasonably Achievable,” and to provide protection for the program by providing documentation and proper management of student radiation exposure.

3. Students shall not, under any circumstances, be allowed to perform radiologic examinations without wearing their radiation-monitor. The radiation-monitor is to be worn at the collar level and outside the protective lead apron. The student is responsible for wearing the radiation monitor whenever they report to clinical. In the case of a lost or
damaged monitor, the students shall report the situation to the Clinical Coordinator and a replacement badge shall be ordered. The Student shall be responsible for the cost of the replacement badge. The student shall not attend their clinical assignment until the new badge is received. The student is then responsible for making up any clinical assignment in accordance with the attendance policy.

4. In an effort to keep the radiation exposure levels of students, the patient, and the general public to a minimum, the following guidelines are established:

- Students shall not hold patients during exposure for any reason.
- Students shall not make an exposure while another Radiology employee holds the patient.
- Students shall inform the Clinical Coordinator of any incidences of their radiation-monitoring being exposed while it was not being worn.
- The student shall inform the Clinical Coordinator of any incidences that may have caused excessive radiation to their person. The Clinical Coordinator shall report this to the Program Director and the Director of Education, whom, if deemed necessary, shall report the incident to the Radiation Safety Officer for appropriate follow up.

- Upon receipt of the monthly radiation monitoring report, the Clinical Coordinator shall:
  - Review the report and post the exposure statement in the bulletin board of the Administrative Offices. Each student is allowed the opportunity to initial and date the report to indicate they have reviewed it.
    - A monthly exposure report above 42 mrem shall be deemed higher than expected.
    - The Clinical Coordinator shall review the report with the student in an effort to determine possible reasons for the elevated exposure.
    - The Clinical Coordinator shall document any findings that may explain the excess exposure on the student’s exposure report.
    - If overexposure is due to student negligence or disregard of radiation safety, the student’s suitability for the radiography field shall be reevaluated.
    - Any documentation of excessive radiation will be reviewed by the Radiation Safety Officer for appropriate follow-up.
    - All documentation shall be maintained in the student’s file.
- A Cumulative report of student’s exposure history during their enrollment in the program shall be issued upon request when the student graduates or withdraws from the program.
PREGNANCY POLICY

Should a student become pregnant, the student is encouraged to notify the Program Director, in writing, as soon as possible. This is a recommendation only and the student has the option of continuing the educational program without modification or interruption and without a declared pregnancy.

However, the declared pregnant student:

- Will indicate her expected date of delivery
- Will meet with the Radiation Physicist for appropriate counseling.
- Will be assigned an additional “baby badge” and instructed in its use.
- May request maternity leave or leave of absence
  - Any requested absence from the program shall be requested in writing according to the Program’s Policies.
- May withdraw the declaration, in writing, at any time.

In the absence of a voluntary written disclosure, the student shall continue in the program unmodified.

STUDENT SERVICES

OCCUPATIONAL HEALTH SERVICES (OHS):

Students who are accepted into the Program are offered the same benefits as an employee.

The students are given a complete physical.

1. If the findings of a drug test are positive, the student shall be given the opportunity to retake the test within 24 hours. Upon a second failed drug test, the student shall be immediately dismissed from the Program.

2. Should the student become ill during established school hours, they shall be referred to the O.H.S. for evaluation. The referral procedure is performed by either the Program Director or Director of Education.

ADVICEMENT AND GUIDANCE SERVICES:

1. Advisement and guidance is available to students. There are several sources that can be contacted for counseling – Social Services, Pastoral Care, Psychiatric/Psychological Counseling etc.

2. The Program Director/designee shall refer the student to the appropriate intervening service.
**COMPUTER LABS:**

The student shall adhere to the Touro College and Program policies on protection and use of information, property, and assets documented in the Code of Conduct, previously in this manual, and in the handbooks and catalogs of the school.

1. No food or drinks are allowed at any computer workstation.
2. Each student shall log-off of the computer they have been working on.
3. Shutdown procedures shall be performed appropriately.
4. Nothing shall be saved to the hard drive.
5. Do not use USB memory stick or CD disks to save your information.
6. No programs, software, files, etc. shall be loaded on the computers.
7. No programs, software, files, etc. shall be run from disks unless they have been checked and approved in advance.
8. Do not put on any screen savers.
9. Do not change any of the settings or configurations.
10. Don’t set up personal bookmarks.
11. Any problems shall be reported to the Director of Education.
12. Students shall not leave any personal items or documents in any computer lab.
13. Students shall use the computer lab during established hours only.
14. Students shall use classrooms and labs during program hours of Monday – Friday. Classrooms and labs are not available during term breaks unless accompanied by faculty member or staff.

**LEARNING RESOURCES**

**Hospital Library**

1. Students have full access to the Harlem Hospital Center library located in the MLK Pavilion in Rm 6108.
2. Students are permitted to withdraw books from the hospital library for a period of two weeks. Arrangements for such withdrawals shall be made with the library office clerk.
3. The student has access to the school’s computer Lab.

**Program Library**

Students are also allowed to borrow books from the program library as long as they adhere to the lending policy. Failure to follow the protocol shall result in the student forfeiting rights to borrow.

1. Students are allowed to checkout one book at a time.
2. Borrow period shall be for two weeks ONLY. Students shall be notified at checkout of the due date.
   a. Books shall be returned on time.
3. Student shall return the book in the condition it was received.
   a. Do not write in, highlight, rip out any pages of the book or DAMAGE the book in any other way.
4. If a book is Lost or Damaged, the student shall be charged the replacement cost of the book.
5. Keep in mind, copying any part of any book is copyright infringement and is against the law.
6. Students are also allowed to reserve CD’s or CD-ROM’s under the library guidelines.

Reserves
Students are allowed to place an item/s (Books, video cassettes or CD’s) on reserve that is not immediately available. The item on reserve is held for 3 days only.

Late Materials
A fine of $2.00 per day shall be charged for each overdue book or CD.

LOCKER ROOMS

1. Each student shall be provided with a locker in which to store their personal effects.
2. The lockers are the property of Harlem Hospital Center. Lockers shall be opened by Hospital Security with or without the students’ permission. Such lockers shall only be opened when the student and faculty member are present.
3. Students are discouraged from keeping anything of value in their lockers. The Program is not responsible for a student's personal possessions.
4. Students shall provide their own lock for these lockers. If they use a keyed lock they shall leave a duplicate key at the school office.
5. Student lockers are located in the didactic area of the Program suite and are assigned to each student.
6. Students shall remove their lock and belongings within 2 days prior to graduation or all items shall be discarded.
7. If a student needs access to their locker after program hours, then the student shall request access through the Hospital Police and Program faculty.

STUDENT RADIOGRAPHER’S RESPONSIBILITIES
The student has a definite obligation to uphold the profession’s dignity and honor in his/her personal and professional life. The student’s standards shall enhance and promote the status of both. It is the student’s responsibility to act and react as a responsible team member in all situations encountered in the clinical education center. The student shall be aware of the responsibilities they have to themselves, the patient, the physician, the technologist, and their fellow students. The principles of each of these are outlined in the following:
What is Clinical Education?

Clinical Education is the application of skills learned in the classroom and transferred to the clinical environment. A firm academic background is essential to the acquiring of the required skills of the qualified practitioner.

General Statement

The Program is a planned and structured sequence of experiences (both didactic and practical), designed to prepare the student to competently function in the work place.

The Program, which is twenty-four (24) months in duration, is divided into five (5) semesters. The first semester is dedicated to exposing the students (providing the students with) to the fundamentals of certain Radiologic courses (see curriculum), before they are deployed (placed) to the various clinical settings and allowed to interact with patients.

The instructional method employed by the Program (outlined below), is in keeping with the philosophy of excellence in patient care delivery.

1. Classroom lectures and demonstrations.
2. Laboratory practice correlated with material received in the classroom, student practicum and laboratory evaluation.
3. Clinical experience with observation of and demonstration by a qualified Radiographer.
4. Performance of various examinations accompanied by clinical competency evaluations.
5. Discussion and review of competency evaluation with clinical coordinator/designee.

Classroom evaluation is obtained through scheduled written examinations.

Procedures (positioning) proficiency is obtained through scheduled laboratory evaluations.

Competency in the performance of any radiographic examination is performed at the clinical setting.

COMPETENCY BASED CLINICAL EDUCATION

Competency based education is a means of checking the progress of students during their clinical education by determining whether or not they are able to meet specified objectives, thus
demonstrating competency. The clinical evaluation system is a uniform, structured and progressive approach to the clinical development of a student.

This process begins with didactic and laboratory instruction. Students then demonstrate proficiency in positioning skills. The student then proceeds by observing an examination or group of examinations. Then the student is able to proceed to the participatory stage of the competency based clinical education system.

In the participatory stage, the student assumes a more active role in their clinical responsibilities. However, the students shall only perform those radiographic procedures previously taught in the classroom and laboratory. Students shall perform these examinations under direct supervision (Definitions of direct and indirect supervision provided in the next section).

The final stage in the competency based clinical education system is the ability of the student to perform radiographic examinations under indirect supervision (Definitions of direct and indirect supervision provided in the next section). Before the student advances to this level, they must demonstrate competency.

To summarize, the competency-based clinical education system is a step-by-step process as outlined below:

- Didactic instruction
- Laboratory instruction
- Student demonstration of ability in the laboratory
- Observation
- Student participation in the department under direct supervision
- Practice competencies as required
- Competency examination
- Student participation in the department under indirect supervision

No student shall be allowed to perform any examination on a patient before they have satisfactorily demonstrated proficiency in performing these procedures in the classroom and laboratory settings.

Students are required to have a completed competency for each of the examinations covered didactically and listed on the Student Clinical Proficiency Log by appropriate semesters.

In compliance with competency based education, there is no minimum number of examinations required, prior to seeking a competency on that examination.

The established ARRT Clinical Competency Examination criteria are required for graduation. All mandatory competency examinations shall be completed within or before the semester mentioned. Failure to complete the required clinical competency examinations per semester shall adversely affect the student's chances of graduating on schedule. It is the responsibility of the student to complete all clinical competencies in a reasonable, timely fashion to avoid being put on clinical probation.
The faculty and all registered technologists at each clinical affiliate are eligible to complete competency forms. Competency forms completed by non-eligible clinical personnel shall not be accepted for grade or shall not contribute to fulfilling minimum requirements by students.

Students are subjected to random evaluations of their competencies from the program’s faculty and based on the student’s response they are subject to having their competencies removed at the discretion of the Program faculty.

ATTENDANCE/TARDINESS

In the effort to foster a sense of professionalism and good work ethic, it is of paramount importance that the student adheres to the identified time-frames of the clinical rotation schedule. In the event a student is unable to, for whatever reason, be absent from their assignment it shall be the responsibility and obligation of the individual to: 1. Notify the Program and (2) the supervisor/clinical instructor of the clinical site to which they are assigned.

It is also expected that the student will be at their work station at the prescribed time, (normal clinical rotation hours are from 9:00 a.m. to 4:00 p.m.) in the appropriate uniform to include dosimeter and be available in the department, except for identified break periods, up to the end of the scheduled work day. Failure to comply with these directives shall result in the imposition of disciplinary action.

AFFILIATE AND DEPARTMENT POLICIES

Students are expected to abide by the established policies of the affiliate to which they are assigned. In addition, they are to become knowledgeable of the established examination protocol of each radiology department in their specific area of assignment (e.g. O.R., E.R., OPD etc.)

OBSERVATION SITES

During the second year, students shall be assigned to other complimentary (advanced) imaging modalities (MRI, Nuclear Medicine, C.T., Mammo., Cardiac Cath, and Ultrasound) for the duration of two weeks for observation purposes only. They are not to be involved with the actual examination process of the patient. At the end of this rotation they shall submit a research paper on any examination of their choice that they observed during their specific assignment.

SUPERVISION POLICIES

For the protection of the student and patient alike, student Radiographers are NOT PERMITTED to assume the responsibility of a paid staff radiographer. Student Radiographers shall only perform under the direct or indirect supervision of a qualified Radiographer. Students are only allowed to work under indirect supervision after achieving the program’s required level of competency in a given procedure.
**DIRECT SUPERVISION**

For students who have not yet achieved competency on a particular procedure or examination, supervision is provided by a certified radiographer/clinical instructor. It is the responsibility of the radiographer/clinical instructor to:

- Review the consult to determine the examination in relation to the student’s level of achievement.
- Evaluate the condition of the patient in relation to the student’s knowledge.
- Be physically present in the radiography room while the student performs the radiographic examination.
- Review and approve the final radiographs.

**INDIRECT SUPERVISION**

For students who have achieved competency on a particular procedure or examination, supervision is provided by a certified radiographer who is immediately available to assist students, regardless of the level of student achievement.

“Immediately available” is interpreted as the presence of a radiographer in or adjacent to the room or location where the procedure is being performed. The radiographer shall not be involved in an additional radiographic procedure, as this could render the radiographer not immediately available under some circumstances.

**REPEAT POLICY**

- Under no circumstance is a Student Radiographer allowed to repeat an image without the direct supervision of a qualified Radiographer. A student Radiographer is NEVER allowed to perform bedside or Operating Room (OR) radiography under indirect supervision.
- If a student Radiographer feels that these standards are not being adhered to, written notification shall be immediately made to the Program Director for follow-up.

**CLINICAL GUIDELINES**

1. All students are required to obtain permission to leave the Radiology department during their scheduled tour of duty. Permission shall be obtained from the Radiology supervisor. In all cases, the Program Director shall be informed and the school shall be notified.
2. All students are to remain in their assigned areas.
3. Students are to keep their assigned area clean at all times.
4. Students shall exercise care and comply with all established radiographic safety standards when performing exams.
5. All radiographic procedures performed either with or without direct supervision shall be properly recorded on the students’ log sheet. A specific number of examinations in various
areas shall be validated in order to qualify for state licensure and national certification.

6. Students are responsible for securing the required weekly record of clinical time. The records of clinical time are to be completed and accurately documented and submitted to the Clinical Coordinator on a weekly basis. The documentation of clinical time is in addition to the established sign-in procedure at the individual clinical sites.

7. In the event a student needs to make up time (clinical or class), the student shall submit a make-up request to the Clinical Coordinator / Didactic Instructor / Program Director for approval. The request shall remain a part of the student’s permanent file.

8. Normal clinical rotation hours are from 9:00 a.m. to 4:00 p.m. “Off Hours” Elective rotations are available to students on request. Off-hours rotations shall only be scheduled on times/days when a designated technologist or clinical instructor is available.

9. In general, students participating in the Off-hours rotation shall be given a compensatory clinical day off in the week. This ensures that the combined assigned clinical and academic hours do not exceed forty (40) hours per week. Students can however request to voluntarily give up their compensatory day off.

10. Unscheduled rotations, visits, or loitering on the premises of the clinical sites after 4:30 p.m. on Friday until 8:30 a.m. on Monday is not permitted.

11. It is the responsibility of all students to check Hospital, Department, and school bulletin boards and student mail boxes on a daily basis.

12. Under no circumstance shall a student eat or drink in patient areas. The area supervisor shall inform the student of the designated area for these activities.

13. While assigned to the clinical area, students shall, at all times, wear the required uniform to include radiation dosimeters. Failure to do so shall result in the student being sent home and marked absent for the day.

14. Students are required to wear clean uniforms and to be well groomed at all times. Failure to do so shall result in the student being sent home and marked absent for the day.

15. Students who are suspected of being under the influence of intoxicants (alcohol or drugs) shall be requested to report immediately to Occupational Health Services (OHS) for evaluation. Refusal to honor this request or a positive finding as a result of the examination shall result in the IMMEDIATE TERMINATION of the student from the program.

16. Students are required to inform their clinical supervisor of any malfunctioning equipment, accessories or any other item that may prove hazardous to a patient or themselves.

17. Students are responsible for conducting themselves in a professional manner at all times. Failure to do so shall result in the appropriate disciplinary action as determined by the Program Director, Director of Education, Department Manager, and/or the Medical Advisors.
18. Hospital rules are to be followed at all times.

19. Hospital and department supplies are to be used only for the purposes intended and shall not be removed from the hospital premises. Students in violation are subjected to disciplinary action up to and including dismissal.

20. All clinical sites are smoke free. There is to be no smoking while on these premises. Students found not adhering to this policy shall be subjected to the disciplinary policy at the discretion of the Program Director and shall be subjected to legal action by Hospital Police.

**CLINICAL SITES**

This program currently utilizes several clinical affiliates. Clinical education shall be completed through scheduled utilization of approved clinical affiliates. Every effort is made to geographically accommodate students in their clinical rotations; however, the program reserves the final decision of all clinical assignments. The process for determining clinical site assignment is coordinated by the Clinical Coordinator. Clinical site assignment remains solely at the discretion of the program faculty.

During the clinical component of the Radiologic Technology program, the student shall have the opportunity to practice at a variety of clinical sites. Clinical sites offer similar learning experiences. All students are required to rotate at a site if it has a unique learning experience to offer. The student is expected to adhere to the policies and procedures of each clinical site and provide his/her own transportation to clinical faculties.

**The recognized clinical education sites are:**

- **Harlem Hospital Center**
  - 506 Lenox Avenue
  - New York, NY 10037

- **Elmhurst Hospital**
  - 79-01 Broadway
  - Elmhurst, NY 11373

- **Kings County Hospital**
  - 451 Clarkson Avenue
  - Brooklyn, NY 11203

- **Metropolitan Hospital**
  - 1901 First Avenue
  - New York, NY 10029

- **North Central Bronx**
  - 3424 Kossuth Avenue
  - Bronx, NY 10467

- **Interfaith Medical Center**
  - 1545 Atlantic Avenue
  - Brooklyn, NY 11213

- **Mid Rockland Imaging Partners**
  - Various Rad. Net Imaging Centers (10)

Five of the identified sites are under the umbrella of the Health and Hospital Corporation of New York City, which offers comprehensive care to the communities they serve. Interfaith Medical Center and Rad. Net Imaging Centers also offer comprehensive radiographic care to the community it serves.
To assure equitable clinical experience, the students are rotated through the sites, thus ensuring the attainment of the competency requirements of the American Registry of Radiologic Technology (ARRT), the certifying agency.

**CLINICAL EDUCATION DOCUMENTATION**

Verification of experiences gained while in the clinical rotations is essential for maintaining and providing high quality education to the students. It is for this reason that students are required to complete various types of program documentation. It is the student’s responsibility to maintain their own documentation and records.

Documentation is reviewed with students and clinical personnel prior to each clinical semester, and sample forms and instructions are provided below. In addition, assistance with documentation is always available from program faculty upon request.

1. Documentation is primarily the responsibility of the student.
2. Responsibility for documentation is as follows:

<table>
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<tr>
<th>DAILY</th>
<th>WEEKLY</th>
<th>AS REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Exam Log</td>
<td>Timesheets</td>
<td>Proficiency/Competency Forms</td>
</tr>
<tr>
<td>Daily Sign in</td>
<td></td>
<td>Make-up time sheets</td>
</tr>
</tbody>
</table>

3. Students are expected to maintain their documentation up-to-date.
4. Documentation will be collected regularly by program faculty.
5. Documentation that is not kept current, and is unavailable for collection is not recorded.

**COMPETENCY RECORD**

A cumulative competency record will be kept and maintained in the student’s clinical file. This record is to be updated as the student progress through the program. It is strongly recommended that each student keep a duplicate of this record.

Special note must be made of the mandatory and elective designations and the requirements for each as mandated by the ARRT, that students “shall demonstrate competence in all 37 procedures identified as M and 15 of the 34 identified as E”. (In addition to the 37 Mandatory and 15 electives mandated by the ARRT, the program at Harlem Hospital requires the students to obtain additional competencies. These additional required competencies are designated by an asterisk next to the listed competency) Students must also demonstrate 10 mandatory general patient care activities.

Both mandatory and elective procedures should be performed on patients. However, when not feasible, a maximum of eight mandatory procedures may be simulated.) These procedures may be performed under simulated conditions.
# WEEKLY CLINICAL ATTENDANCE AND PERFORMANCE EVALUATION

Phone: 212-939-3475 Fax: 212.939.3479

Student Name: _____________________ Clinical Site: _____________________

Week: ______________

(Print Name)

<table>
<thead>
<tr>
<th>Day of the week</th>
<th>Date</th>
<th>CI Initials</th>
<th>Time In</th>
<th>Lunch Out</th>
<th>Lunch In</th>
<th>Time Out</th>
<th>CI Initials</th>
<th>Total Hours</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
<td>AM PM</td>
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<tr>
<td>Tuesday</td>
<td></td>
<td>AM PM</td>
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<tr>
<td>Wednesday</td>
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<td>AM PM</td>
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<td>AM PM</td>
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<td>Friday</td>
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</table>

Based upon the student’s progress for this reporting period, please check the appropriate box below.

<table>
<thead>
<tr>
<th>Weekly Performance Evaluation</th>
<th>Acceptable</th>
<th>Unacceptable</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Conduct, Attitude, and professionalism:</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Technical ability meets expectations for level of education:</td>
<td></td>
<td></td>
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<tr>
<td>Professional Appearance and Dress Code:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motivation and Initiative:</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Willingness to accept and learn from constructive criticism:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student Signature: _____________________ Clinical Instructor Signature: _____________________

Date Received: _____________________ Clinical Coordinator: _____________________
MAKE UP REQUEST
OR REQUEST FOR ADDITIONAL CLINICAL TIME

Print Name: ____________________________________ Today’s Date ________________

All make-up days must be preapproved.

<table>
<thead>
<tr>
<th>Date(s)/Time(s) Requested</th>
<th>Site</th>
<th>Scheduled day off</th>
</tr>
</thead>
<tbody>
<tr>
<td>_________________________</td>
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</tbody>
</table>

Combined assigned clinical and academic hours should not exceed forty (40) hours per week. By signing below the student requests permission to voluntary give up a normally scheduled day off.

Student’s signature ____________________________________ Date __________

Clinical Coordinator’s Signature __________________________ Date __________

Program Director’s Signature ____________________________ Date __________

☐ Approved
☐ Approved with modifications

Technologists please verify your initials by printing and signing your name below.

PRINT_____________________________ SIGNATURE _________________________

PRINT_____________________________ SIGNATURE _________________________

PRINT_____________________________ SIGNATURE _________________________
## ARRT COMPETENCY REQUIREMENTS

<table>
<thead>
<tr>
<th>Imaging Procedures</th>
<th>Mandatory or Elective</th>
<th>Date Completed</th>
<th>Patient or Simulated</th>
<th>Competence Verified By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mandatory</td>
<td>Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chest Thorax</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chest Routine</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chest AP (Wheelchair or Stretcher)</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ribs</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Chest Lateral Decubitus</td>
<td></td>
<td>√</td>
<td></td>
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</tr>
<tr>
<td>Sternum</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upper Airway (Soft-Tissue Neck)</td>
<td></td>
<td>√</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upper Extremity</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thumb or Finger</td>
<td>√</td>
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</tr>
<tr>
<td>Hand</td>
<td>√</td>
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<tr>
<td>Wrist</td>
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<tr>
<td>Forearm</td>
<td>√</td>
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<tr>
<td>Elbow</td>
<td>√</td>
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</tr>
<tr>
<td>Humerus</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shoulder</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trauma: Shoulder or Humerus (Scapular Y, Transthoracic or Axial)*</td>
<td>√</td>
<td></td>
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</tr>
<tr>
<td>Clavicle</td>
<td>√</td>
<td></td>
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<tr>
<td>Scapula</td>
<td>√</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>AC Joints</td>
<td>√</td>
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<td></td>
</tr>
<tr>
<td>Trauma: Upper Extremity (Non Shoulder)*</td>
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<tr>
<td>Lower Extremity</td>
<td></td>
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<tr>
<td>Toes</td>
<td>√</td>
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<tr>
<td>Foot</td>
<td>√</td>
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<tr>
<td>Imaging Procedures</td>
<td>Mandatory or Elective</td>
<td>Date Completed</td>
<td>Patient or Simulated</td>
<td>Competence Verified By</td>
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</tr>
<tr>
<td>Ankle</td>
<td>√</td>
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<tr>
<td>Knee</td>
<td>√</td>
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<tr>
<td>Tibia-Fibula</td>
<td>√</td>
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<tr>
<td>Femur</td>
<td>√</td>
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<tr>
<td>Trauma: Lower Extremity*</td>
<td>√</td>
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</tr>
<tr>
<td>Patella</td>
<td></td>
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<tr>
<td>Calcaneus</td>
<td>√</td>
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<tr>
<td>Head – Candidates must select at least one elective procedure from this section</td>
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</tr>
<tr>
<td>Skull</td>
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<tr>
<td>Paranasal Sinuses</td>
<td>√</td>
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<tr>
<td>Facial Bones</td>
<td>√</td>
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<tr>
<td>Orbits</td>
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<tr>
<td>Zygomatic Arches</td>
<td>√</td>
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<tr>
<td>Nasal Bones</td>
<td>√</td>
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<tr>
<td>Mandible</td>
<td>√</td>
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</tr>
<tr>
<td>Temporomandibular Joints</td>
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<tr>
<td>Spine and Pelvis</td>
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</tr>
<tr>
<td>Cervical Spine</td>
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<td>Thoracic Spine</td>
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<tr>
<td>Lumbar Spine</td>
<td>√</td>
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<tr>
<td>Cross-Table (Horizontal Beam) Lateral Spine</td>
<td>√</td>
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<tr>
<td>Pelvis</td>
<td>√</td>
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<tr>
<td>Hip</td>
<td>√</td>
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<tr>
<td>Cross-Table (Horizontal Beam) Lateral Hip</td>
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<td>Imaging Procedures</td>
<td>Mandatory or Elective</td>
<td>Date Completed</td>
<td>Patient or Simulated</td>
<td>Competence Verified By</td>
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<tr>
<td></td>
<td>Mandatory</td>
<td>Elective</td>
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<tr>
<td>Sacrum and/or Coccyx</td>
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<tr>
<td>Scoliosis Series</td>
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<tr>
<td>Sacroiliac Joints</td>
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<td>√</td>
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<tr>
<td>Abdomen</td>
<td></td>
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<tr>
<td>Abdomen Supine (KUB)</td>
<td>√</td>
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<tr>
<td>Abdomen Upright</td>
<td></td>
<td>√</td>
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<tr>
<td>Abdomen Decubitus</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Intravenous Urography</td>
<td></td>
<td>√</td>
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<tr>
<td>Fluoroscopy Studies – Candidates must select either upper GI or contrast enema plus one other elective procedure from this section.</td>
<td></td>
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<tr>
<td>Upper GI series, Single or Double Contrast</td>
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<td>Contrast Enema, Single or Double Contrast</td>
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<tr>
<td>Small Bowel Series</td>
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<tr>
<td>Esophagus</td>
<td></td>
<td>√</td>
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<tr>
<td>Cystography/Cystourethrography</td>
<td></td>
<td>√</td>
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<tr>
<td>ERCP</td>
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<tr>
<td>Myelography</td>
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<td>√</td>
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<tr>
<td>Arthrography</td>
<td></td>
<td>√</td>
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<tr>
<td>Hysterosalpingography</td>
<td></td>
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<tr>
<td>Mobile C-Arm Studies</td>
<td></td>
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<tr>
<td>C-Arm procedure (Requiring Manipulation to Obtain More Than One Projection)</td>
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<tr>
<td>Surgical C-Arm Procedure (Requiring Manipulation Around a Sterile Field)</td>
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<tr>
<td>Mobile Radiographic Studies</td>
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<td>Imaging Procedures</td>
<td>Mandatory or Elective</td>
<td>Date Completed</td>
<td>Patient or Simulated</td>
<td>Competence Verified By</td>
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</tr>
<tr>
<td></td>
<td>Mandatory</td>
<td>Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chest</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abdomen</td>
<td>✓</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Orthopedic</td>
<td>✓</td>
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<tr>
<td>Pediatric Patient (Age 6 or Younger)</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Chest Routine</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upper Extremity</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
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<tr>
<td>Lower Extremity</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abdomen</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile Study</td>
<td></td>
<td>✓</td>
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<tr>
<td>Geriatric Patient (At Least 65 Years Old and Physically or Cognitively Impaired as a Result of Aging)</td>
<td></td>
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</tr>
<tr>
<td>Chest Routine</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upper Extremity</td>
<td></td>
<td>✓</td>
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<td></td>
</tr>
<tr>
<td>Lower Extremity</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
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<tr>
<td>Abdomen CT</td>
<td></td>
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</tbody>
</table>

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

**Requirement:** Candidates must demonstrate competence in all (10) ten patient care activities listed below. The activities should be performed on patients; however, simulation is acceptable (see endnote) if state or institutional regulations prohibit candidates from performing the procedures on patients.

<table>
<thead>
<tr>
<th>GENERAL PATIENT CARE</th>
<th>DATE COMPLETED</th>
<th>COMPETENCE VERIFIED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPR Certified</td>
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<td></td>
</tr>
<tr>
<td>Vital Signs-Blood Pressure</td>
<td></td>
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<tr>
<td>Vital Signs-Temperature</td>
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<td></td>
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<tr>
<td>Vital Signs-Pulse</td>
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</tr>
<tr>
<td>Vital Signs-Respiration</td>
<td></td>
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<tr>
<td>Vital Signs-Pulse Oximetry</td>
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<tr>
<td>Sterile and Medical Aseptic Technique</td>
<td></td>
<td></td>
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<tr>
<td>Venipuncture</td>
<td></td>
<td></td>
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<tr>
<td>Transfer of Patient</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Care of Patient Medical Equipment (e.g., Oxygen Tank, IV Tubing)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PROFICIENCY**

Proficiency is attained under simulated conditions in the laboratory setting. Demonstration of proficiency includes the same requisites as those identified by the ARRT for clinical competency requirements. Under no circumstances should a student perform any examination on a patient before he/she has demonstrated proficiency in the performance of said examination in the laboratory setting.

**COMPETENCY**

All students are expected to satisfy the clinical competency requirements as published by the ARRT.

Competency/Proficiency evaluations are based on three (3) categories as follows:

- Category 1 - Cognitive Domain
- Category 11 - Affective Domain
- Category 111 - Psychomotor Domain

Proficiency evaluations are performed in laboratory setting by the procedures instructor. Competency evaluations are performed at the clinical sites by a qualified practitioner.
LABORATORY POSITIONING EXAM

Student Name ___________________________________________ Date ________________

Procedure ____________________________________________________________________________

Evaluation as follows: 1= Unsatisfactory 2= Needs Improvement 3= Satisfactory

Projections

1. Explain the procedure
2. Obtain history
3. Prepare equipment
4. Manipulate equipment
5. Correctly use lead strips
6. Use markers
7. Measure the patient part
8. Remove artifacts
9. Properly align Central Ray
10. Collimate
11. Position patient
12. Use Gonadal shielding
13. Align the tube and IR
14. Give patient instructions
15. Properly use accessory
   Equipment and supplies

TOTAL: _______ = _______%

COMMENTS:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

FACULTY SIGNATURE ___________________________________________ STUDENT SIGNATURE ___________________________________________
# CLINICAL LOG RECORD

**STUDENT NAME**

**TRIMESTER**

**SITE/HOSPITAL**

**ROTATION ASSIGNED**

<table>
<thead>
<tr>
<th>DATE</th>
<th>PATIENT ID #</th>
<th># OF IMAGES</th>
<th>EXAMINATION</th>
<th>OBSERVE</th>
<th>DIRECT (D)</th>
<th>INDIRECT (I)</th>
<th>TECH'S NAME</th>
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# CLINICAL COMPETENCY FORM

**Student’s Name:** ___________________________ **Date:** ___________________________

**Clinical Site:** ___________________________ **Procedure:** ___________________________

<table>
<thead>
<tr>
<th>Technique used:</th>
<th>Accession #:</th>
<th>***Failed competency – a zero in any area</th>
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**X-Ray Room**
1. Coordinates room preparation
2. Able to operate x-ray equipment independently
3. Effectively operated CR/DR system to process image

**Radiation Protection**
4. Shielding
5. Collimation
6. Patient immobilization
7. Pregnancy determination

**Patient Care**
8. Proper universal precaution practices employed
9. Exam procedure properly confirmed
10. Confirmed patients identification
11. Communicated with patient in a professional manner
12. Carefully explained procedure
13. Anticipated the physical needs of the patient
14. Provided for patient modesty
15. Obtained patient history
16. Student exhibited an organized sequence of performance steps
17. Time from start to finish was appropriate

**Critical Thinking**
18. Recognized the need for deviation from routine protocol

**Image Evaluation**
19. The student assessed radiographs for diagnostic quality
20. Anatomical structures visualized
21. Technical factors
22. Marker placement (RT/LT marker placed correctly)
23. Positioning

**Contrast Exams Only**
24. Prepared and administered contrast agent
25. Adjust techniques for contrast studies
26. Prepared room and supplied required for procedure

**Clinical Instructor/Technologist Name & Signature**

**Poor (0) Average (1) Excellent (3)**
**Above Average (2)**
GRADUATION REQUIREMENTS

1. Passing all program curricula, including academic and clinical courses.
2. Completing all clinical competencies and program final assessments.
3. Tuition paid in full.
4. Any fees assessed to the student shall be paid in full including all graduation and student fees.
5. Time due to absences shall be made up before or after graduation.
6. Program ID and personal monitoring badges shall be returned, as well as any other Program property.

Graduation Documentation

To be eligible for graduation all students shall complete the competency requirement as specified by the American Registry of Radiologic Technologist (ARRT). Students complete competencies through their clinical experience and Program required verification of experiences gained while in the clinical rotations. This is essential for maintaining and providing high quality education to the students. It is the student’s responsibility to maintain documentation and records.

GRADUATION AWARDS

At the end of the program, the Program recognizes students who have excelled in the areas of academic and clinical excellence. Eligibility is based on the student attending the entire program in consecutive semesters. All students shall meet the same criteria for the entire program class year.

Academic Excellence: This award is given to the student with the highest didactic GPA at the end of their program. This does not include the clinical grade. In the event of a tie, both individuals shall be identified.

Academic Recognition: Academic recognition shall be identified as the class valedictorian and the salutatorian. In addition, the valedictorian shall receive the JRCERT certificate of excellence and the AERT Duordonis award. These achievements shall be based on the final cumulative GPA.

Clinical Excellence: This award is given to the student who, throughout his/her clinical tenure, demonstrated the highest level of clinical competency and professionalism to include interpersonal skills, commitment, and dedication. This evaluation involves input from the impressions, opinions, and evaluations of the Technical staff at the clinical sites.
REGISTRY EXAMINATION

Completion Requirement

Minimum achievement of the following criteria determines successful completion of this program:

- Completion of academic program requirements under criteria established
- Completion of certification in BLS (under established guidelines)
- Completion of all required exam competencies
- Participation in graduation ceremonies
- Meeting financial obligations of the Program

The American Registry of Radiologic Technologists (ARRT) offers its examination year-round at a Pearson Vue Test Center.

A $200.00 application fee is required along with a completed ARRT examination application form.

Upon receipt and verification of eligibility status, the ARRT shall mail an application status report and admission ticket to each examinee within six weeks. Students are assigned to the examination on a conditional basis pending processing of the application and substantiation of eligibility. This assignment is subject to cancellation if information indicating ineligibility reaches the registry office prior to the date of the examination.

The examination is composed of 220 multiple choice questions. Each examinee is allowed 3 hours and 30 minutes to complete the examination. All students meeting the program requirements shall be eligible to sit for the National Board Examination given by the ARRT.

Upon successfully completing the ARRT examination, the student shall also receive a New York State license to practice Radiography in the State of New York for a fee of $150.00.

PROFESSIONAL ORGANIZATIONS

The School of Radiologic Technology Program encourages students’ participation in professional endeavors (activities, contests, organizations, etc.). These activities enhance learning and retention of applicable information. In view of this, it is recommended that each student become familiar and involved with a professional Radiologic society during their training. Related professional organizations include (but are not limited to) the following:

1. American Society of Radiographic Technologist (ASRT) (www.asrt.org)
2. New York State Society of Radiologic Technologist
JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY (JRCERT) STANDARDS AND REPORTING

The Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards for an Accredited Educational Program in Radiography are designed to promote academic excellence, patient safety, and quality healthcare.

The STANDARDS require a program to articulate its purposes; to demonstrate that it has adequate human, physical, and financial resources effectively organized for the accomplishment of its purposes; to document its effectiveness in accomplishing these purposes; and to provide assurance that it can continue to meet accreditation standards.

The JRCERT accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process helps to maintain program quality and stimulates program improvement through program assessment.

The Touro College NYSCAS Medical Imaging Program is designed and developed to be in full compliance with the established standards published by the JRCERT. These standards are to be used as the guide in the administration of the Program.

In the event that Program receives citation/s of non-compliance relative to any of the standards, it shall primarily be the responsibility of the Program Director and the faculty to initiate corrective measures. If the citation is outside the scope of the Program Director, assistance shall be sought from the Program’s administration to resolve the non-compliant issue.

It is the practice of the School of Radiologic Technology to make the JRCERT standards available to the students, faculty, advisory board and the clinical instructors. This is accomplished by posting copies on the bulletin boards and issuing them to interested individuals of the groups cited above. In addition, the specific citation/s and the resolution/s shall also be made available through the same means as above.

If a student believes that the Program is not in compliance with the JRCERT “Standards”, the student has the option to speak with Program officials regarding his/her concern. If the student is not satisfied with the outcome of the meeting, he/she has the option to report his/her concern, in writing, to the JRCERT. The report must include the area of noncompliance, and must include the student’s name and signature. It shall be forwarded to the following address:

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, Illinois 60606
(312) 704-5300
mailto:mail@jrcert.org

Further information on accreditation, the STANDARDS, and reporting can be found on the JRCERT website: https://www.jrcert.org/
ARRT CERTIFICATION REQUIREMENTS

Policy & Continuing Qualification Requirements (CQR)

- ARRT primary and post-primary certifications earned on or after January 1, 2011, are time-limited to 10 years.
- An R.T.’s compliance phase with CQR will begin seven years into the initial 10-year certification period.

Additionally, eligibility requirements for ARRT certification will — effective January 1, 2015 — call for candidates to have earned an associate degree (or more advanced degree) from an appropriately accredited institution. This degree requirement shall apply to those who graduate or take their certification examination on or after January 1, 2015.

Felony or Misdemeanor Convictions

The American Registry of Radiologic Technologists (ARRT) has very stringent rules regarding misconduct and eligibility to take the national certification exam. For this reason, if you have been convicted of any felony or misdemeanor offenses, you are required to apply for and receive pre-application from the ARRT before you will be considered for admission to the radiography program. You may submit your program application, but you must contact the ARRT at 651-687-0048 and request the paperwork for pre-application review of eligibility. The information you provide to the ARRT for this process must be complete and truthful for this pre-application to be valid. A formal letter from the ARRT stating that your previous conviction(s) has/have been cleared for ARRT certification eligibility is required before you can be interviewed for a position in the radiography program.

From the ARRT website:

“One issue addressed by the Rules of Ethics is the conviction of a crime, including a felony, a gross misdemeanor or a misdemeanor, with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported. Conviction as used in this provision includes a criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld or not entered, or a criminal proceeding where the individual enters a plea of guilty or nolo contendere. All potential violations must be investigated by the ARRT in order to determine eligibility.”

Honor Code Violations

- Have you ever been suspended, dismissed, or expelled from an educational program that you have attended in order to meet ARRT certification requirements?
- This is a question every primary-pathway candidate for certification must answer on the application, in addition to reading and signing the “Written Consent under FERPA,” which allows ARRT to obtain specific parts of their educational records concerning violations to an honor code. If a student has ever been suspended, dismissed, or expelled from an
educational program attended in order to meet ARRT certification requirements, he or she should answer "Yes" to the question above and include an explanation and documentation of the situation with the completed application for certification.

A list of some of the violations ARRT is concerned about is provided below, but when in doubt contact the ARRT Ethics Requirements Department at (651) 687-0048, ext. 8580.

**Reportable Honor Code Violations**

Note: this list does not include all reportable infractions. If you are unsure of whether something should be reported, contact a member of the Ethics staff at (651) 687-0048, ext. 8580.

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

Date: _____________________

Signature: ________________________________