



RADIOLOGIC SCIENCES STUDENT HANDBOOK

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General Program Information

The Radiologic Sciences Program is designed to integrate didactic education, demonstration, supervised lab practice, clinical experience, and image analysis to provide the students with a well-rounded education in the radiographic arts and sciences.

The radiologic sciences lab provides an opportunity for the student to apply concepts learned in the classroom using realistic simulated scenarios. The student will be assessed by demonstrating proficiency in various radiologic procedures by positioning on fellow classmates, instructors, or phantoms.

In the first summer session students visit the clinical sites to observe the practical operation of the department and are oriented to the layout of the facility. The student must complete the following by the end of the summer semester in order to participate in clinic beginning in the fall; CPR certification, clinical orientation modules, health examination and documentation, immunizations, background, drug and alcohol checks, and releases.

The clinical coordinator, clinical instructor and clinical preceptors evaluate student progress in the clinical setting. The preceptor completes performance evaluations at the end of each student's rotation at each clinical site. The clinical coordinator or clinical faculty observe the students in the clinical setting each week. Students must maintain and submit records of the procedures done, verification of attendance for each week, and complete image analysis, and competency evaluations as process requirements are met for these studies.

Evaluation in each of the didactic course is based on an average of test and/or quiz grades, papers or projects, and a final exam. In some cases labs take the place of, or supplement, quiz grades. Examinations are done frequently for most courses, usually on a unit-by-unit basis.

Accreditation

Regional Accreditation

The Commission on Higher Education of the Middle States Association of Colleges and Secondary Schools accredits Chesapeake College, a regional community college. The College is approved by the Maryland State Board for Higher Education and is authorized to grant the degree of Associate in Applied Sciences.

Programmatic Accreditation

The radiologic sciences program meets the accreditation standards for radiography programs assured by the Joint Review Committee on Education in Radiologic Technology (JRC/ERT).

The Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182

Email: mail@jrcert.org
Phone: (312) 704-5300
Fax: (312) 704-5304

Program Sponsorship

Chesapeake College and the University of Maryland Medical Systems (Shore Health Systems at Easton, Cambridge, the Diagnostic and Imaging Center, Chestertown, Medical Pavilion at Queenstown, and EmergencyCenter at Queenstown), The Orthopedic Center, Shock Trauma in Baltimore, as well as Luminis Health have contracted to provide students with clinical instruction, supervision and practice. Evidence will be provided through objective, competency-based education, of student mastery of basic radiographic skills. This is a cooperative effort involving the participation of college faculty, guest lecturers, and the staff of the radiology departments.

Chesapeake College has the primary responsibility for curriculum planning and the selection of course content. The college appoints faculty, sets admissions criteria, and admits qualified students to the program. In affiliation with hospital representatives, it coordinates the didactic and clinical portions of the program.

Program Vision

Our vision for the radiography program at Chesapeake College is to empower our students to become compassionate, skilled, and innovative professionals who use their talents to improve the lives and health of individuals in their communities. We strive to create a dynamic learning environment that fosters critical thinking, ethical practices, and lifelong learning, and to graduate students who are prepared to excel in their careers and make meaningful contributions to the field of radiography.

Program Mission

The Chesapeake College Radiologic Sciences Degree Program prepares students to deliver quality radiologic services and patient care, with the goal of qualifying them to sit for the ARRT certifying examination and obtain Maryland licensure as a radiographer.

Program Goals

Upon completion of the program students will:

1. Demonstrate clinical competency.
2. Develop and apply effective critical thinking skills.
3. Demonstrate the ability to communicate effectively.

Student Learning Outcomes

- 1.1 Students will apply appropriate radiation protection standards
- 1.2 Students will demonstrate proper positioning and technical factors
- 2.1 Students will critically analyze images for diagnostic quality
- 2.2 Students will solve problems in the field of radiology through critical analysis
- 3.1 Students will demonstrate effective oral communication as part of the healthcare team
- 3.2 Students will demonstrate effective written communication skills in the didactic setting

Admissions Process

New students wishing to apply to the radiologic sciences program must first contact the admissions department and apply to Chesapeake College. The admissions department can be reached at admissions@chesapeake.edu. Existing students must contact an advisor and change your major to Radiologic Sciences. The advising department can be reached at advising@chesapeake.edu.

Readmission Process

Students who withdraw from the Radiologic Sciences program may be eligible for one-time readmission, subject to the following criteria and process. Readmission is not guaranteed and is contingent upon available space, clinical capacity, and fulfillment of all readmission requirements. Students must complete the Radiologic Sciences program within 150% of the program length, measured from the time of their original admission. For a two-year program, this equates to a maximum of three years to fulfill all program requirements, including any periods of withdrawal or readmission. Students who are unable to complete the program within this timeframe are not eligible for readmission and must reapply as a new student subject to current admission standards and curriculum requirements.

Eligibility Criteria

1. The student must have maintained a minimum 2.6 GPA in all RSR courses completed prior to withdrawal or dismissal.
2. Students who received a final grade of less than 'C' in any RSR course are not eligible for readmission.
3. Only one readmission attempt is permitted per student. If a student is dismissed or withdraws after being readmitted, they are not eligible to return a second time.
4. Students who were dismissed for behavioral, ethical, or safety violations are ineligible for readmission.

Application for Readmission

To be considered for readmission, the student must:

- Submit a formal written request to the Program Director within one year of departure. Request must be received at least one month prior to the application deadline for new students.
- Clearly articulate in the letter:
 - The reasons for their prior withdrawal.
 - Evidence of changes made to address those issues.
 - A statement of intent to return and complete the program successfully.
- Be ranked alongside new applicants for admission; no special preference will be given.
- Meet all current program admission standards and clinical compliance requirements, including an up-to-date CPR certification and completed health and background checks.

Before resuming coursework, the student must:

- Demonstrate retention of academic knowledge by passing final exams for previously completed courses with a minimum score of 80%.
- Redemonstrate clinical competencies relevant to their prior progress in the program. Competencies not successfully redemonstrated will need to be reattempted during clinical education.
- Repeat any courses necessary to align with the current program curriculum, including new or revised content since the student's original enrollment.

Program Expectations

- Students approved for readmission must follow the current version of the student handbook and all policies applicable to their re-entry cohort.
- The Program Director, in consultation with faculty, reserves the right to require additional conditions for readmission to ensure readiness and support successful completion of the program.

Graduation Requirements

To be eligible for graduation with an Associate of Applied Science Degree, the student must:

1. Fulfill all of the requirements of Chesapeake College as outlined in the catalog.
2. Successfully complete all general education courses with a grade of "C" or better.
3. Successfully complete all radiologic sciences courses with a grade of "C" or better.
4. Successfully complete all the required clinical competencies.
5. Demonstrate the ability to perform as an entry-level radiographer by exhibiting the student learning outcomes.

Grading Policy and Grade Scale:

Students must earn a "C" or better in SCI 141 pre-requisite requirement and maintain a grade of "C" or better in all radiology courses, BIO 211, BIO 212, and MAT 113 requirement to remain in and graduate from the program. The math requirement must be completed by the end of the first fall semester in order to continue in the program.

Radiologic Sciences Program Grade Scale:

- A = 100 – 92
- B = 91 – 83
- C = 82 – 75
- D = 74 – 65
- F = below 65

All program coursework must be passed with a minimum of 75% in order to continue in the program.

RADIOGRAPHY PROGRAM CURRICULUM			
Pre-admission General Education Courses	Credits	Weeks	Lecture/Contact Hrs
BIO 211 Anatomy & Physiology I	4	15	3 lecture/2 lab
BIO 212 Anatomy & Physiology II	4	15	3 lecture/2 lab
MAT 113 College Algebra OR	3	15	3 lecture
MAT 115 Precalculus			
ENG 101 English Composition	3	15	3 lecture
COM 101 Fundamentals of Oral	3	15	3 lecture
SCI 141 Physical Science <small>*(waive if completed high school physics 1&2 within three years of program admission)</small>	4	15	3 lecture/2 lab
SOC SCI Elective	3	15	3 lecture
MED 106 Medical Terminology	1	15	1 Hr.
Total <small>*(not including waived SCI 141)</small>	21*		
Post-admission Radiologic Science Classes	Credits	Weeks	Lecture/Con Hrs.
First Summer			
RSR 103 Fundamentals of the Radiologic	2	8	4 Hrs
RSR 105 Intro to Positioning	2	8	2 lecture/2 lab
RSR 107 Rad. Patient Care	3	8	4 lecture/4 lab
Total	7		16 Hrs
First Fall			
RSR 111 Positioning I	4	15	2 lecture/4 lab
RSR 117 Fundamentals of Radiographic	3	15	3 lecture
RSR 121 Clinical Rad I	2	15	16 Hrs
Total	9		25 Hrs
First Spring			
RSR 126 Positioning II	4	15	2 lecture/4 lab
RSR 132 Radiographic Imaging Equipment	4	15	4 lecture
RSR 136 Clinical Rad II	2	15	16 Hrs
Total	10		26 Hrs
Second Summer			
RSR 140 Positioning III	2	8	2 lecture/4 lab
RSR 146 Clinical Rad III	1	8	24 Hrs
Total	3		30 Hrs
Second Fall			
RSR 203 Positioning IV	4	15	2 lecture/4 lab
RSR 206 Digital Radiography	3	15	3 lecture
RSR 221 Clinical Rad IV	2	15	24 Hrs
Total	9		33 Hrs
Second Spring			
RSR 229 Image Analysis	1	15	2 Hrs. lab
RSR 231 Radiation Bio and Protection	3	15	3 lecture
RSR 235 Clinical Rad V	2	15	24 Hrs
RSR 240 Radiation Outcomes Analysis	1	15	1 lecture
Total	7		30 Hrs
Program Total	66		

General Policies

College Policies and Disclaimer

All college policies in regard to academic and non-academic misconduct are binding. Please read these policies, which can be found in the front of the college catalog. In addition, program policies as specified in the student manual must be followed. In all cases, without exception, the process for grievances regarding grades, use of class time, and/or disciplinary procedures must be followed. The grievance procedure is set forth in the college catalog in the section entitled Student Services and Policies, Student Code of Conduct and Academic Grievance Procedures.

**Program policies are subject to change in the college's sole discretion and without notice*

Active Shooter Procedure

Chesapeake College conducts active shooter drills. In the event of a drill, or a live active shooter situation, radiologic science students will convene in the HPAC-229B x-ray lab. Chesapeake College Public Safety personnel are trained law enforcement professionals. In the event of an emergency, first dial 9-1-1 then contact public safety at: 410-758-7275.

Academic Grievance

Students seeking information on how to resolve issues that may occur between the student and the College are encouraged to seek guidance from counselors in the Office of Student Services, Academic Vice President, academic advisors, classroom instructors, the College catalog, or any appropriate professional employee of the College. Please refer to the college catalog for details regarding the Academic Grievance Procedure.

JRC/ERT Grievance Procedure

If an individual feels the RSR program at Chesapeake College is in non-compliance with accreditation standards set forth by the JRC/ERT, they may submit an allegation of non-compliance. Prior to submitting an allegation, individuals should first attempt to resolve the complaint in accordance with the college Academic Grievance Procedure found in the college catalog; <https://www.chesapeake.edu/students/policies-forms/code-of-conduct/>

If the individual believes their complaint is unresolved by program/institution officials, or is not been properly addressed, they may submit allegations of non-compliance to the JRC/ERT;

Chief Executive Officer
Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone: (312) 704-5300
e-mail: mail@jrcert.org

Individuals seeking additional information on reporting allegations, or to obtain an Allegations Reporting Form, can visit the accreditor's website: <https://www.jrcert.org/accreditation-for-students/allegations/>

Program Requirements

Clinical affiliates of the Radiologic Sciences program at Chesapeake College set the requirements for students to enter their facilities for hands-on education, including immunizations. Chesapeake College is required by each clinical affiliation agreement to abide by the requirements of participating clinical facilities. Hands-on clinical education is a key component of health care education and students cannot attain required student learning outcomes or complete the radiologic sciences program without this component of their education.

Health Examination and Immunizations

In order to practice in the clinical environment, all students are required to obtain a health examination performed by the medical entity of their choice and at their own expense after acceptance to the program. Lab work must be obtained and students must show evidence of immunity to Hepatitis B, rubeola, mumps, rubella, and varicella. All students are required to show evidence of the results of a PPD or Quantiferon Gold test for TB or the results of a chest x-ray examination if PPD results are positive.

Students may wish to have the vaccination for Hepatitis B due to the risk of exposure to blood or accidental needle sticks at their own expense. Vaccination for Hepatitis B is highly recommended but not required. If a student declines the Hepatitis B vaccination, the student must complete and submit a signed Hepatitis B waiver. All students are required to obtain flu vaccinations annually or they may not attend clinical in cases of a flu outbreak and restrictions on access to hospitals are imposed by the Centers for Disease Control. Additional vaccinations may be required. Students will be informed if the immunizations requirements change.

Criminal Background Checks

Most, if not all, clinical facilities require students to undergo criminal background checks prior to commencing a clinical assignment. If a student is charged with a criminal offense after commencing a clinical assignment, he or she is obligated to report the charges to the Chesapeake College faculty and/or Program Director immediately. If the College later discovers that a student withheld disclosure of a criminal charge, he or she may be subject to immediate program dismissal by the Program Director and/or Chesapeake College faculty. The information concerning the criminal charge will be reported to the Dean of Students. The College, in its sole discretion, will promptly pursue an investigation and may direct commensurate academic and/or student judicial disciplinary action simultaneous with or in advance of any final adjudication of the criminal court proceeding. The College will conduct this process in accordance with its policies, regardless of whether the student participates in the process or withdraws from the program or the College. This is consistent with the obligation of the College and its health professions programs to ensure the safety of patients and others.

Drug Screening

All applicants who are accepted into the RSR program will be required to undergo a drug screening as part of the admission process. The results of the drug screen may be shared with clinical facilities as needed. Additionally, students in the RSR program may be subject to random drug screenings if a faculty member or clinical facility representative has reason to believe that the student is under the influence of drugs and presents a potential risk to patients or others. If a student is unable to fulfill the requirements of the program because of denied access to a clinical site due to drug screening results, they may be dismissed from the program. This includes any student who tests positive for cannabis use.

CPR

All students are required to obtain CPR certification by the first fall semester, and maintain it throughout the duration of the program. Students must show evidence of certification through either; 1) American Heart Association, or 2) American Red Cross. The certification must be the BLS (Basic Life Support) for Healthcare Providers level, which includes a required hands-on/practical component. Students failing to obtain this certification by August 15th will not be able to continue in the program.

Identification Badge

UMMS

All students are required to have a University of Maryland Shore Regional Health picture identification badge that identifies them as a Chesapeake College student and allows entry into the hospital and applicable doors to complete clinical assignments and rotations. Arrangements will be made for the badges to be processed in Human Resources of University of Maryland Shore Regional Health. If the badge is lost it must be replaced and a fee will be assessed. The identification badge(s) must be returned on the last day of finals at the end of the program or when the student withdraws. Failure to return the identification badge to program faculty will result in reporting of the activity to the Human Resources department and a hold placed on the student's account at the college until the badge is returned.

Luminis

Students attending clinical rotations at Luminis will use their college issued picture ID badge in lieu of a facility issued identification badge. Students will make arrangements with the Office of Student Services to obtain a badge prior to attending clinical rotations at Luminis.

Program Specific Policies

Cell Phones, Texting, Camera Use, and Recording

Calculators will be provided by faculty. The use of cameras to record in the classroom, lab, or clinical sites is a violation of personal privacy and HIPAA requirements and is strictly forbidden. Students maybe disciplined and/or dismissed from the program for taking pictures of class, lab, or clinical events. If students wish to record classes, they must first obtain a letter of accommodations from the Accessibility Services Specialist.

Cell Phones and smart devices must be silenced during class and clinical activities. No texting is permitted during classes and cell phones must be put away. Answering cell phones or responding to text messages during class or clinical must be discussed with the instructor in advance.

Communicable Disease Policy

During the course of the student radiographer's work, it is possible to provide care for a patient with communicable disease or one who has little or no immunity to a communicable disease. Students who have developed a communicable disease may pose a risk to patients, hospital personnel or others and are required to notify the clinical coordinator immediately. A list of communicable diseases that may require the student to be absent from clinical or class include, but is not limited to: COVID-19, RSV (respiratory syncytial virus), Norovirus, Conjunctivitis, Diarrhea, Salmonella, Hepatitis A, Rubella, Mumps, Pertussis, Rubella, Scabies, Staphylococcus Aureus skin lesions, Streptococcal disease (Group A), post exposure contact with shingles, and Varicella (chickenpox). If any of these communicable diseases is contracted, the student must provide

documentation from a doctor stating it is permissible for them to return to clinic/class. In this case, the student would be permitted to make-up the lost time and not need to take an absence.

If the student has a temperature greater than 100.4 degrees F, is vomiting and/or has diarrhea they must refrain from clinical/class attendance and take an absence. If a student cannot attend clinical because of a communicable disease or is sent home by a clinical supervisor, it is considered an absence.

Inclement Weather Policy

Inclement weather or other events may necessitate emergency cancellation of classes and closing campus. Students should refer to the college's website at chesapeake.edu for the most up-to-date status during inclement weather events. Campus closure may also be announced on local radio and television stations no later than 6:30 am. When evening classes must be cancelled due to inclement weather, these stations will begin announcements at 3:30 pm. If college campus is closed, students do not report for scheduled classes or clinical activities. In the event of closure on Saturday due to inclement weather conditions, clinical rotations on both Saturday and Sunday will be cancelled.

Student Participation in Assessment and Governance

All students are provided with a generic course and instructor evaluation for each college course at least once a year. Students must complete an evaluation of the clinical staff and clinical sites in the fall and spring semesters. A Graduate Exit Survey of the program must be completed during the last spring semester of the program. Students are encouraged to provide comments in person or in writing. A graduate will be asked to represent the students as a member of the Radiologic Sciences Program Advisory Committee (PAC) to provide a student perspective on program analysis and development.

Student Participation as Simulated Patients

As part of the educational experience, students enrolled in the program are required to participate in activities that involve performing simulated radiologic procedures in the lab under the supervision of program faculty. This practice is essential for developing the foundational knowledge and skills necessary to deliver high-quality patient care. Serving as a simulated patient is considered an integral part of the learning process and therefore participation is mandatory. Students will take turns performing learned-procedures on each other during laboratory practice sessions and practical examinations. Making exposures in the energized lab with a live simulated patient is strictly forbidden.

Students are expected to maintain professionalism, respect, and courtesy at all times during educational sessions. While serving as the simulated patient, students must uphold the principles of academic integrity by refraining from assisting, coaching, or otherwise aiding their classmate during skill performance. Each student must be evaluated based on their individual knowledge and ability without outside influence. Patient history shared during simulations is expected to be fictitious to protect the student's privacy, but will be in line with the procedure being practiced. Program faculty will be present during lab activities and examinations to supervise and support student learning. Any concerns that arise during the course should be promptly brought to the attention of program faculty.

Pregnancy Policy

A student who becomes pregnant during the course of the program is encouraged to notify program faculty, but are not required to do so. Students who choose to declare their pregnancy must do so by notifying the program director in writing. Upon declaration, the student will be referred to as a "declared pregnant student." Students who choose to declare pregnancy while enrolled in the program may; 1) continue without modifications, 2) continue with modification, or 3) take a leave of absence. Students declaring pregnancy without modification will be issued a second dosimeter to be worn under their lead apron at the level of the waist. Students who declare pregnancy with modifications will also be issued a second dosimeter, but will be exempt from fluoroscopy, operating room (OR), and mobile exams until after the first trimester (exemptions must be made up). Students choosing to take a leave of absence may resume their studies the following academic year. The student, clinical coordinator, and program director will jointly devise a plan of action to finish course and program requirements should a leave of absence be required. If necessary, the student may apply for an incomplete for the semester.

Students must successfully complete all program requirements to graduate, including;

- All academic requirements
- All clinical requirements
 - Completion of assigned procedures test
 - Completion of all required competency tests
 - Make-up of clinical time missed due to pregnancy or delivery

Students are not considered pregnant until a signed declaration form is received. A student who voluntarily declares pregnancy in writing will be given a copy of the NRC regulations concerning prenatal radiation exposure and receive counselling by the program director. The student may withdraw a declaration of pregnancy in writing at anytime. For more information on NRC regulations regarding embryo/fetal dose during pregnancy, please visit the following website; <https://www.nrc.gov/reading-rm/doc-collections/cfr/part020/part020-1208.html>

Program Disciplinary Policies

The goal of the program is to graduate competent and caring radiographers who exhibit professional affective behaviors. Due to the medical profession's emphasis on customer service and teamwork, affective behaviors such as professionalism, attitude, discretion and judgment, honesty, confidentiality, reliability, punctuality, responsibility, and empathy toward the patient are extremely important. Students must be aware that negative affective behaviors will result in disciplinary action and possible expulsion from the clinical affiliate and the radiologic sciences program.

Code of Conduct (Adhering to Safe Practice in all Settings)

Students are expected to follow the Chesapeake College Student Honor Code and Code of Conduct as detailed in the Chesapeake College Catalog and Chesapeake College Student Guide. In addition, radiologic sciences students are expected to follow The American Registry of Radiologic Technologists (ARRT) Standards of Ethics and The American Society of Radiologic Technologists (ASRT) Practice Standards for Medical Imaging. For purposes of clarity, the Chesapeake College Honor Code and the ARRT code of ethics and ASRT code are presented for the reader:

Chesapeake College Code of Honor

Students of Chesapeake College agree to demonstrate academic and personal integrity.

Chesapeake College students are persons of integrity:

- They stand for that which is right. They tell the truth and ensure that the full necessary truth is known. They do not lie.*
- They embrace fairness in all actions. They ensure that work submitted as their own is their own, and that assistance received from any source is authorized and properly documented. They do not cheat.*
- They respect the material and intellectual property of others and ensure that others are able to benefit from the use of their own property. They do not steal.*

**Adapted from the US Naval Academy Code of Honor*

Therefore, each student at Chesapeake College pledges to:

- Submit assignments that reflect his/her own work.
- Cite and properly acknowledge the thoughts and work of others.
- Complete all tests and other work in class assignments using his/her own thoughts.
- Reject the use of materials acquired illegally.
- Respect the rights and property of others.

Those found to be in violation of this code agree to disciplinary sanctions and appeal processes outlined within the Chesapeake College Student Code of Conduct; <https://www.chesapeake.edu/students/policies-forms/code-of-conduct/>

ARRT Standards of Ethics may be found here: <https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-requirements>

ASRT Practice Standards may be found here: <https://www.asrt.org/main/standards-and-regulations/professional-practice/practice-standards-online>

Code of Conduct Policy

Prohibited Conduct: The following actions are strictly prohibited:

- Unauthorized possession, use, sale or distribution of alcoholic beverages or any illegal or controlled substance.
- Unauthorized use, possession, or storage of any weapon.
- Physical and/or psychological abuse, threat or harassment of any patient, visitor, hospital employee, student or faculty member.
- Conduct which threatens or endangers the health, safety, physical or psychological well-being of another person.
- Theft, abuse, misuse or destruction of another person's, college, or hospital property.
- Unauthorized disclosure, removal, or misuse of confidential information about any patient, student, hospital employee or clinical site.
- Cheating, falsifying or misrepresenting clinical documentation and time plagiarism, or violation of program and clinical site social media.

Consequences: Engaging in prohibited conduct will result in immediate dismissal from the program. Students who are immediately dismissed will receive a failing grade for the course and may not be eligible for readmission.

Other Prohibited Conduct: The following, non-exclusive, actions are also prohibited:

- Insubordination and/or refusal to obey orders.
- Sleeping while on duty at a clinical affiliate site.
- Leaving a clinical assignment without expressed approval from a faculty member.
- Denying, covering-up, or not reporting own errors in clinical practice.
- Inconsiderate treatment of patients, visitors, hospital employees, students, or faculty members.
- Failure to perform responsibilities or to exercise reasonable care or judgment in the performance of responsibilities.
- Failure to follow established policies issued by the clinical affiliate.
- Failure to follow safety regulations or use safety equipment provided.
- Unauthorized use of equipment.
- Unauthorized soliciting, vending or distribution of written or printed matter.
- Failure to follow program policies regarding direct and indirect supervision while performing radiographic exams and/or repeat radiographs.
- Behavioral issues.
- Excessive tardiness or absence.
- Repeated failure to arrive at the clinic prepared and in proper uniform.
- Removing protected health information (PHI) from the clinic.
- Violating the supervision policy.
- Not following the competency process.

Consequences of Other Prohibited Conduct: Faculty members may immediately dismiss the student from the learning activity. A plan for corrective action will be developed in collaboration with the program director, which may include probation.

Disciplinary Procedure

If it is determined that a student is not performing to the standards expected by program faculty, the following disciplinary process will be followed:

1. Verbal Warning

A verbal counseling is a verbal admonition to the student to correct a deficiency. An immediate change is expected.

2. Written Warning

A written warning with counseling is given to a student if the verbal counseling has been unsuccessful in reminding the student to make a correction. The student will be asked to indicate their knowledge of this action and the warning will be placed in the student's permanent file.

3. Probation

If no progress is seen, the student may be placed on probation with a written plan that specifies criteria and/or activities the student must meet in order to improve the behavior or change the unsatisfactory behavior. The probation period may extend throughout the duration of the semester, or into the next semester as determined by the program director.

4. Dismissal

Subsequent violations while on probation will result in failure of the course and dismissal from the program. If a student is dismissed, they are required to return their hospital I.D. card and dosimeter to the health professions department.

All disciplinary actions and related documentation will be placed in the student's permanent file. Program faculty may modify the disciplinary process as appropriate to the individual case, including the level of sanction applied. Steps in the process may be skipped if justified by the nature of the conduct and relevant policies. If a student believes they were treated unfairly, they may initiate the complaint procedure as outlined in the Student Code of Conduct.

Student Complaint Procedure

If a student disagrees with a disciplinary decision, the following steps must be followed in order. Skipping steps may result in being redirected to follow the process as written:

1. Speak with the Faculty Member

a. Within five (5) school days, the student must discuss the issue professionally and respectfully with the involved faculty member.

2. Submit Complaint to Program Director

a. If unresolved, the student may submit a written complaint to the program director, detailing the issue and desired resolution. A meeting will be held within five (5) business days, and a written decision issued within five (5) business days after the meeting.

3. Appeal to Department Chair

a. If dissatisfied, the student may appeal to the department chair within five (5) business days of the program director's decision.

4. Appeal to Workforce Dean

a. If still unresolved, the final appeal may be made to the workforce dean within five (5) business days of the department chair's decision. The dean may involve senior administration and will issue a final decision.

Addressing Concerns about a Class, Clinic, or Grades

Students are expected to maintain professionalism by keeping concerns about faculty, peers, clinical sites, or the program confidential. Program-related issues may include coursework, instructors, clinical staff, incidents, or policies. Faculty will only discuss student concerns with relevant clinical managers, program staff, college administrators, or directly involved individuals.

Students have five (5) business days from the return of an assignment to raise concerns about the activity or grade. After this period, no further discussion will be permitted.

To address a concern, follow this communication process:

1. Meet with the RSR Faculty Member
 - Discuss the issue directly with the instructor involved.
2. Request a Meeting with the Program Director
 - If unresolved, submit a written request to the program director, including details and a proposed resolution. Note: the director cannot alter grading policies or scales.
3. Director Review and Response
 - The director will meet with the student, review documentation, consult as needed, and issue a written decision within five (5) business days.
4. College-Level Appeal
 - If unsatisfied, the student may pursue a formal appeal through the College's Appeal Procedures as outlined in the current *Chesapeake College Catalog*.

Use of Artificial Intelligence (AI) by Students

AI can be a valuable tool to support learning and critical thinking when used ethically and responsibly. Acceptable tools may include language processors, generative text tools, machine learning applications, and intelligent tutoring systems. However, students must avoid misuse, including plagiarism or relying on AI without understanding the material. AI is defined as any technology capable of performing tasks that typically require human intelligence—such as learning, decision-making, problem-solving, or content creation.

Expectations when using AI:

- You may not copy and paste an AI response verbatim and submit it as your own work.
- If you choose to use AI, you must submit the prompt you used and the original output along with your own modified document.
- Cite artificial intelligence (AI) in academic work by acknowledging the specific tools, algorithms, or models used to produce the results (e.g. ChatGPT was used as a learning tool for this assignment)

Precautions:

- False information: submitting false information based on AI without researching the output, the student is fully responsible for what they submit
- Over-reliance: relying too heavily on AI tools leading to a lack of critical thinking and independent learning

Any student found to be in violation of this policy will be subject to disciplinary action, including but not limited to; 1) receiving a failing grade on the assignment, 2) receiving a failing grade in the course, 3) program dismissal.

Program Attendance Policies

Punctuality and attendance at all classes, labs, and clinical rotations are expected for each radiologic sciences course. Students have an obligation to demonstrate professional behavior. Absences or tardiness in excess of the allowed number will earn penalties regardless of the reason for the absence (except for extraordinary circumstances as defined). Students are encouraged to schedule appointments for hours other than class or clinical time.

Class Attendance

If missing class time is unavoidable, please contact each instructor prior to the start of class. Failure to notify prior to class time will be assessed -2% points from the final grade for each occurrence. The student is responsible for contacting the instructor and make up any missed work.

If Tardy/Habitually Late for Class

If coming late is unavoidable, each instructor must be notified prior to the start of the class.

1. On time is defined as in your seat in the classroom when the class is scheduled to begin.
2. Tardiness is defined as arriving 5 minutes late to class
 - (i.e. if class begins at 8:30am, the student is considered tardy if arriving after 8:35am).
3. Tardiness may be unavoidable, but only 2 tardy arrivals are allowed per semester for class.
4. Excess of two occurrences will earn a penalty
 - 3% off the final grade for third occurrence.
 - An additional 5% off the final grade for the fourth occurrence and the student will be placed on probation.
 - Fifth tardy while on probation is grounds for dismissal.

Habitual Lateness is defined as consistently arriving after the start of class, but within the 5 minute window of being considered tardy. This behavior will result in a verbal warning, followed by a 3% deduction off the final grade for each occurrence.

If Absent for Class:

Two absences are permitted per semester for each class.

1. Third absence will result in -5% off the final grade and a written warning.
2. Fourth absence will result in an additional -7% off the final grade and the student will be placed on probation.
3. Fifth absence while on probation is grounds for dismissal.

Summer Semester Class: Due to the brief nature of the summer session, only one absence and one episode of tardiness are allowed without penalty for the class.

Clinical Attendance

If missing clinical time is unavoidable, please contact the lead instructor of the clinical course via text message before the start of your shift. Failure to notify prior to the scheduled clinical time will be assessed - 2% points from the final grade for each occurrence.

First Year Students (Tardy and Absence)

1. Two tardies are permitted without penalty.
 - a. Third tardy will result in -3% off final grade and written warning.
 - b. Fourth tardy will result in additional -3% off final grade and the student will be placed on probation.
 - c. Fifth tardy while on probation is grounds for dismissal.
2. Two absences are permitted without penalty.
Any missed time beyond two absences must be made up at the clinical site where the student was originally scheduled.
 - a. Third absence will result in -5% off final grade and written warning.
 - b. Forth absence will result in additional -5% off final grade and the student will be placed on probation.
 - c. Fifth absence while on probation is grounds for dismissal.

First Year Students Friday Lab (Tardy and Absence)

Friday lab during the first year of the program is part of the clinical grade. Attendance at Friday lab is captured independent of clinical attendance, and students are permitted one tardy and one absence per semester without penalty. Subsequent absence/tardy from Friday lab beyond the allotment follows the same format as outlined above.

Second Year Students (Tardy and Absence)

1. Three tardies are permitted without penalty.
 - a. Forth tardy will result in -3% off final grade and written warning.
 - b. Fifth tardy will result in additional -3% off final grade and the student will be placed on probation.
 - c. Sixth tardy while on probation is grounds for dismissal.
2. Three absences are permitted without penalty.
Any missed time beyond three absences must be made up at the site where the student was originally scheduled.
 - a. Fourth absence will result in -5% off final grade and written warning.
 - b. Fifth absence will result in additional -5% off final grade and the student will be placed on probation.
 - c. Sixth absence while on probation is grounds for dismissal.

Second Year Students Summer Semester Clinic (Tardy and Absence)

Due to the brief nature of the summer session, only two absences and two episodes of tardiness are allowed without penalty for clinic.

Habitual Lateness is defined as consistently arriving after the start of lab and clinic (including returning from lunch breaks), but within the 5 minute window of being considered tardy. This behavior will result in a verbal warning, followed by a 3% deduction off the final grade for each occurrence. This applies to both first and second year students, in both lab and clinical settings.

Disability or Extraordinary Circumstances

Extraordinary circumstances are events beyond the student's control that result in missing **five or more consecutive business days** (class and/or clinical). Examples include:

- Extended illness or hospitalization (student or immediate family under the student's care)
 - Death of a family member or close friend
 - *A routine, complication-free pregnancy is **not** considered an extraordinary circumstance.*
- *A normal pregnancy (i.e. one without complication) is not considered an extraordinary circumstance.*

Students are required to complete all missed work, quizzes, and exams following an absence. If additional time is needed to fulfill course requirements, the student may request an incomplete grade. In cases where a student misses three or more weeks of clinical, an incomplete may also be granted; however, any opportunity to make up missed clinical time is at the discretion of the program faculty. Clinical absences exceeding three weeks in a semester generally cannot be made up. Before returning to clinicals, students must submit a physician's care plan confirming their ability to fully participate in clinical activities. This documentation must be provided to the program director prior to scheduling any make-up time.

Early Release Policy/ Provision for Late Completion

To graduate, students must meet all didactic, clinical competency, and affective behavior requirements for entry-level radiographers. Early release from RSR 235 is permitted only after all clinical competencies, goals, and course objectives have been verified by the Clinical Coordinator.

Students may request early release via email after April 1 of the second spring semester. This applies **only** to RSR 235; students must still complete RSR 231, RSR 240, and all other graduation requirements. Students with significant absences in RSR 235 due to extraordinary circumstances are not eligible.

To qualify, students must:

- Earn at least a "B" in RSR 221 (fall clinical).
- Complete all clinical competencies, including simulations.
- Hold at least a "B" average in RSR 235 at the time of request.
- Have no more than 3 absences or 3 tardies in RSR 235.
- Not be on probation at the time of the request.

Clinical Education Policies

The complex role of a radiographer in preparing for, executing, and evaluating the quality of radiographic procedures requires a commitment by both program faculty and clinical affiliates. Clinical experience is designed to correlate with the didactic objectives of the program. The student and the clinical preceptor form an imaging team. They are partners who accomplish the tasks of patient care, examination, and learning together. Students work under the direction of departmental supervisors and clinical preceptors.

1. First year students must be directly supervised for all exams during the first fall semester.
2. All students must be directly supervised during repeat exposures, as well as during mobile exams and operating room procedures.
3. Students are not allowed to cover the department or be used as an employee.
4. Students must respect the fact that they are a learner and not an expert. The clinical preceptor is the hospital employee who is legally responsible for the exam. Students must follow the directions of supervisors and clinical preceptors in regard to assignments and cases.
5. Students must discuss any personal differences with preceptors or staff courteously and privately. If the student and preceptor are unable to resolve the issue, it must be brought to the attention of program faculty.
6. Students are not to perform a case together. Only one student should be in a room with a patient at a time.
7. Students are expected to learn what supplies are needed in each room and keep rooms stocked and clean during downtime.
8. Students are taught national standard positioning criteria but should identify how these criteria are applied in each clinical setting and where to find information regarding institutional protocols.
9. Students should observe and learn about exams that have not yet been studied in class.
10. Students should learn radiology department protocols, procedures, and radiologists' preferences.
11. Students must use their own personal markers, and may not lend them to anyone else.
12. All images must be approved by a clinical preceptor who is a registered technologist with the institution prior to sending the images to PACS or dismissing the patient.
13. All case information must be logged prior to leaving for the day. Any case information not entered may be left in a secure location designated at each facility.
14. It is illegal and unethical to add a projection to a patient exam which was not originally ordered by the provider.

Designated Clinical Supervisors

Clinical Supervisors are present at each facility and are a point-of-contact for the student during the clinical rotation.

Easton: Amy Brittingham

Diagnostic and Imaging Center (DIC): Maria Craver

Cambridge: Lisa (Dawn) Deneau

Chestertown, SMP, QAED: Susan Herr

Shock Trauma: Shawn Phipps

The Orthopedic Center (TOC): Angela Spishock

Luminis Kent Island: Denise Moore

Luminis Easton: Kim Bednarik

Professional Appearance

To maintain a professional image, students must adhere to the following standards while in clinical settings.

Uniform Requirements

Standard uniform includes:

1. Personal radiation dosimeter
2. Two sets of anatomical markers
3. ID badge (hospital issued for UMMS, college issued for Luminis)

Uniform must be clean, ironed, in good repair, and program-approved in style and color. Leggings, spandex, or inappropriate attire are not permitted. Students not in full uniform, including dosimeter and ID, will be sent home and marked absent.

Personal Grooming and Hygiene

- Maintain good personal hygiene and cleanliness.
- Hair must be clean, neatly groomed, and secured if long to avoid interference with patient care.
- Tattoos must be covered.

Jewelry and Accessories

Permitted jewelry:

- Watch
- Wedding/engagement ring
- One small, discreet necklace
- Small earrings only; no visible facial or body piercings

Clinical Supervision**Direct Supervision**

Direct supervision assures patient safety and proper educational practices. The JRCERT defines direct supervision as student supervision by a qualified radiographer who:

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

Students must be directly supervised during the first summer and fall semesters of the program. Once a student enters the first spring semester, they still must be directly supervised when;

1. competency has not been achieved
2. repeat projection needed (regardless of level of competency)
3. performing any mobile procedure, including both xray and fluoroscopy

Indirect Supervision

Indirect supervision promotes patient safety and proper educational practices. The JRCERT defines indirect supervision as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use on patients.

Students are permitted to operate under indirect supervision when

1. entering the first spring semester of the program
2. competency is achieved

Transportation of patients by student radiographers

- Direct supervision will be required for transport of in-house patients to their rooms according to facility policy
- Transportation of patients by students to and from the emergency room should follow institutional policy

Clinical Review of Requisition, Images, Repeats, Transportation of Patients

- A registered radiographer must review the request and evaluate the condition of the patient in relation to the student's ability to do the exam.
- A registered radiographer must review and approve the images prior to the patient being released.
- Direct supervision is required when radiographs are repeated regardless of the student's level of achievement.

Clinical Competency

Competency is developed through classroom instruction, image analysis, lab practice, clinical experience, and a final competency exam. Program faculty may randomly recheck completed competencies. Students may demonstrate competency through patient exams or simulation, though patient-based performance is strongly preferred. All exams listed on the master competency list must be completed before graduation. While ARRT sets minimum eligibility requirements, students must also meet the program's standards for clinical competence.

Minimum number of competencies per semester

All competencies must be completed by the end of the second spring semester to be eligible for graduation. Minimum semester benchmarks are in place to help students stay on track. Failure to show consistent clinical progress may lead to faculty consultation and may negatively impact the clinical grade.

Expected Timeline for Competency Completion		
Semester	number of comps current semester	number of comps total and percentage
1 st Fall	2	2 – 3%
1 st Spring	12	14 – 23%
2 nd Summer	6	20 – 33%
2 nd Fall	18	38 – 62%
2 nd Spring	23	61 – 100%

Competency Process

1. Complete didactic instruction, including image analysis.
2. Pass lab exam (includes a written quiz).
3. Perform required number of patient practice exams.
4. Attempt competency with clinical preceptor.
5. Review completed competency and images with program faculty.

Competency Attempt Procedure

1. Students may attempt a competency only after completing the first three steps of the competency process.
2. To initiate, the student must notify the preceptor and log the attempt in the clinical management system.
3. The preceptor completes the evaluation after the attempt.
4. If passed, the student meets with faculty for final review and pass/fail certification.
5. If failed:
 - o 1st attempt:
 - *First-year students* must review with faculty before reattempting.
 - *Second-year students* may proceed to a second attempt without faculty review.
 - o 2nd attempt: Requires a faculty meeting before a third attempt.
 - o 3rd attempt: Requires remediation with faculty (demonstration of skills) before a fourth attempt.
 - o 4th attempt: If unsuccessful, student is placed on probation for insufficient clinical progress.
 - o 5th attempt: If failed while on probation, the student fails the clinical course and may not continue in the program.

Tasks to be evaluated

1. Correctly identified the patient.
2. Asked if pregnancy was a possibility when appropriate.
3. Confirmed patient history and exam to be performed.
4. Used the correct L/R marker.
5. Provided appropriate shielding to the patient.
6. Did not perform any repeats.
7. Clinical preceptor did not need to intervene.

Other considerations

- Students must declare their intent to perform a competency before the procedure begins.
- No books, phones, or assistive devices may be used before or during the competency.
- Preceptors may only assist with patient movement—no procedural guidance is allowed.
- If the exam is compromised (e.g., patient condition or procedural error), the preceptor will intervene and complete the exam.
 - The competency will be void and must be reattempted with another patient.
 - The decision to halt the attempt is at the preceptor's discretion.
- Students must use their own personal markers, and the full marker must be clearly visible on all images.
- All competency attempts must be accurately recorded in the clinical management system, regardless of outcome.

Definition of Terms: Clinical Documentation

Observed: The student observes an R.T. doing exams, providing any help possible.

Assisted: The student may do some part or all of the procedure – positioning, technique, pre or post processing, etc.

Performed: The student sets the panel, manipulates equipment, performs the positioning, and completes all phases of the exam with minimal R.T. assistance

Trauma: The ARRT defines “trauma” as a serious injury to the body and must include a modification to standard protocol. Modifications may include variations in positioning, minimal movement of the body or part, adjustment of the tube/part/IR relationship, and/or technique modification.

Geriatric Patient: Patient who is 65 years of age or older and requires modification of the exam due to either physical or cognitive impairment. This is not just an elderly patient but one who is impaired by age related changes in terms of their ability to cooperate.

Pediatric: New born to 6 years of age

Adolescent: 7 to 18 years of age

Diagnostic Image: Radiograph within diagnostic acceptance limits. An image that has flaws but a repeat exposure is not warranted.

Optimal Image: An image that provides the maximum amount of information. The image demonstrates National Standard Review Criteria for marker placement, part position, IR centering and/or angulation, anatomy demonstrated, and exposure quality as enumerated in the text. Optimal images are required for competency.

Safety Policies

Incident Reporting

If an injury as specified occurs an incident report must be filed with both the clinical facility and the college. All the requirements of the clinical facility must be followed regarding any of the incidents specified.

1. Report incident immediately to clinical instructor and clinical department supervisor.
2. File a completed facility incident report within 24 hours of the incident.
3. Obtain and complete a college incident Form
4. Turn incident report copy and college incident form in to the program director.

Radiation Safety Policy

The objective of radiation protection is to minimize the risk of adverse effects as a result of radiation exposure during a diagnostic imaging procedure. Established guidelines are to be used to minimize radiation exposure to the patient, the student, and others, and follow the ALARA principle of time, distance and shielding. Other radiation protection standards include;

1. Follow the procedure for imaging females of child-bearing age according to the clinical site last menstrual period (LMP) policy.
2. Shielding should be used for patients when indicated to minimize unnecessary exposure from scatter radiation generated during a procedure. Protective shielding must be used by personnel for ALL procedures where the student cannot remain behind a protective barrier while the beam is energized (such as fluoroscopy, operating room (OR), and mobile procedures).
3. Students and faculty may never hold patients while the x-ray exposure is being made. A family member or non-technical personnel must do this and be provided with lead shielding.

Radiation Dosimetry

A personal radiation dosimeter will be issued to the student and must be worn at all times, at the collar level, when in the clinical setting. The dosimeter must also be worn whenever a student is working on campus in the energized x-ray lab. In the event a student terminates their participation in the program, or is unable to continue, the radiation dosimeter must be returned to the program director.

- The radiation levels will be monitored by program faculty and reviewed quarterly.
- Students will review a copy of their dosimetry report within 30 days of receipt
- A radiation monitoring device that exceeds 500 mrem (5 mSv) during a single quarter will require investigation and counselling.

MRI Safety Policy

Magnetic Resonance Imaging (MRI) utilizes a powerful magnet that cannot be turned off. While the primary focus of the RSR program is to prepare you as a radiographer, there may be instances in your clinical education that require you to enter the MRI suite (e.g. moving a patient). Students are prohibited from entering the MRI suite without being accompanied by an MRI technologist. All students will complete an MRI safety training session in addition to an MRI safety screening form prior to clinical enrollment/observation. The form is designed to ensure student safety while working around an MRI unit. *(adopted from the ACR; Safety Screening Form for MR Procedures)*

Before entering the MRI suite, all personnel are required to remove any items that are ferromagnetic including, but not limited to: body piercings, hair accessories (e.g., bobby pins, barrettes, clips), jewelry including watch/fitness tracker, eye glasses, hearing aid, dentures, false teeth, partial dental plates. If this is not possible, please notify the clinical preceptor and do not enter the suite.

For more information, please refer to the MRI Safety manual from the American College of Radiology found here: <https://www.acr.org/Clinical-Resources/Clinical-Tools-and-Reference/radiology-safety/mr-safety>