

**HOLYOKE COMMUNITY COLLEGE  
RADIOLOGIC TECHNOLOGY PROGRAM**

**STUDENT HANDBOOK  
2018-2019**



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## **INTRODUCTION**

The purpose of establishing POLICIES AND PROCEDURES is to assist the students in the Radiologic Technology at HOLYOKE COMMUNITY COLLEGE to learn what will be expected of them as they progress through the two-year program.

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

Radiologic Technologists and students, as an integral part of their duties, both administer and control ionizing radiation exposure to the patients entrusted to their care. For this reason, the safety and well being of patients and students is of the utmost concern, therefore, established standards must be adhered to.

Also, the faculty and College as sponsors of the Radiologic Technology Program have the responsibility to assist each student in the learning process in either the classroom or clinical experience area. In addition, these same persons have a responsibility to the community as well as to the patient and the public of assuring them that the students enrolled in and graduating from this program have demonstrated appropriate levels of competence in the performance of all the required duties and responsibilities of the profession.

In view of the above, all students enrolled in this Radiography Program must become familiar with policies and procedures within this handbook and agree to adhere to these policies while active in the program.

## **ACCREDITATION STATEMENT**

The Radiologic Technology program at Holyoke Community College is fully accredited by:

The Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, Illinois 60606-3182  
312-704-5300

## **PROGRAM MISSION & GOALS/ Student Learning Outcomes**

**Program Mission:** The mission of the Radiography Program at Holyoke Community College is to graduate students with an Associate Degree in Science, In the curriculum of Radiology Technology and provide the skills and knowledge necessary to enter medical imaging professions.

In addition the program supports the overall HCC mission as stated in the college catalog.

### **Goal 1: Students will demonstrate clinical competence.**

Learning outcomes:

1. *Students will be proficient in positioning*
2. *Students will understand and use proper technique*
3. *Students will understand and apply proper radiation protection practices*

### **Goal 2: Students will demonstrate effective communication skills.**

Learning Outcomes:

1. *Students will verbally communicate effectively with clinical instructors, staff, patients, and other students*
2. *Student will communicate effectively through writing*

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

Learning Outcomes:

1. *Students will adapt positioning to non-routine situations*
2. *Students will modify technique settings based on film critique and patient factors*

### **Goal 4: Students will demonstrate a desire for professional growth and development.**

Learning Outcomes:

1. *Students/ graduates will demonstrate a professional attitude and behavior at their clinical sites and places of employment*
2. *Students will take steps to give back to the field of Radiologic Technology*

## **Goal 5: The program will graduate competent Radiologic Technologists**

### Learning Outcomes:

1. *Students will complete the program within 21 months.*
2. *Students will evaluate their education positively*
3. *Students will pass the ARRT national registry exam on the 1<sup>st</sup> attempt.*
4. *Graduates will meet or exceed the average on the ARRT exam*
5. *Of those students pursuing employment in medical imaging, will be gainfully employed within 6 months post-graduation*
6. *Employers will be satisfied with the graduate's abilities*

For complete assessment data please contact the Program Director at 413-552-2460 or [hmartin@hcc.edu](mailto:hmartin@hcc.edu).

## **PROGRAM CURRICULUM**

The curriculum for Radiologic technology prepares students to work in Radiology departments in hospitals, medical clinics and industry. Students completing this hospital-affiliated program are eligible to become certified radiologic technologists by passing the certifying examination. Transfer into a baccalaureate degree program in health-related fields is possible. **Students must achieve a minimum grade of "C+" in BIO 217-218, and all RDL courses to remain in this program.**

Degree awarded: A.S., Radiologic Technology

### **General Requirements**

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Hours</b>
ENG 101	Language & Literature I	3
ENG 102	Language & Literature II	3
BIO 217	Human Anatomy and Physiology I	4
BIO 218	Human Anatomy and Physiology II	4
SOC 110	Introduction to Sociology	3
SOC 214	Social Problems <b>or</b>	
SOC 220	Race and Ethnicity	3
MTH 104	College Algebra	4
HTH 114	Medical Terminology	3
<b>Fall I</b>		
RDL 115	Patient Care	3
RDL 122	Radiographic Technique and Control I	3
RDL 132	Radiographic Positioning and Related Anatomy II	3



RDL 141	Clinical Education and Lab Experience I	2
<b>Winter Intersession I</b>		
RDL 158	Clinical Internship I (S/U)	1
<b>Spring 1</b>		
RDL 123	Radiographic Technique and Control II	3
RDL 133	Radiographic Positioning and Related Anatomy II	3
RDL 142	Clinical Education and Lab Experience II	3
<b>Summer 2</b>		
RDL 251	Clinical Internship II	4
<b>Fall 2</b>		
RDL 221	Advanced Procedures and Techniques I	3
RDL 233	Special Radiographic Studies	3
RDL 241	Clinical Education and Lab Experience III	3
<b>Spring 2</b>		
RDL 190	Radiologic Instrumentation	3
RDL 234	Advanced Imaging and Radiobiology	3
RDL 242	Clinical Education and Lab Experience IV	3

## **ADMISSIONS**

Each prospective student must meet the standards for admission into the Radiologic Technology Program as required by the American Registry of Radiologic Technologists and Holyoke Community College.

Applications are available online for prospective students, the completed application along with high school and college transcripts (if applicable) must be submitted to Holyoke Community College by February 1<sup>st</sup> of the year in which you plan to begin the program. Applicants are required to take a placement exam given at the College. Selected students will perform a clinical observation and evaluation meeting as assigned by the admissions committee. Decision for acceptance or denial is made by the Admissions Committee and students are notified of their status. Those students not accepted are referred to the College advising center for further counseling, to help in choosing another area of study or to prepare to reapply to the program in the future. Those students meeting the entrance requirements but are not admitted, due to lack of space, based on JRCERT Accreditation quotas, may be considered for the next class but must submit another application.

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

### **Program Selection Criteria**

1. Candidates for admission must satisfy the following minimum requirements:
  - Completion of four years of high school, successful completion of a standard equivalency test, and/or certification of equivalent education by an organization recognized by the United States Office of Education. Courses in Physics, Biology and Geometry are strongly recommended. Chemistry is required to take A&P at GCC. Intermediate Algebra (MTH 095) is a prerequisite to RDL 122.
  - Successful completion of placement testing, or college level course work.
  - Students applying to the program must have achieved at least a C+ average during high school and/or graduated within the top one-half of their class. Students with previous college experience are encouraged to complete as many general education requirements as possible with an A or B average. At completion of the application, observation, and evaluation meeting process, the point totals determine the status of the student.

- Applicants must meet the academic and essential functions requisite for admission to participation in the educational program so they will not endanger other students or the public (patients).
  - Proof of a complete physical examination and immunizations is required prior to date listed on the acceptance letter.
  - certification in Basic Life Support (BLS Provider) through the American Heart Association is required before clinical experience begins.
  - Accepted students must pass the requirements of a CORI - Criminal Offense Record Investigation and a SORI - Sexual Offense Record Investigation.
  - Drug screen satisfactorily completed.
2. Selection of students shall be made by an Admission Committee in cooperation with those responsible for the educational program and will be made without discrimination with regard to age, sex, race, orientation, creed or national origin.
  3. The number of students enrolled in each class shall commensurate with the most effective learning and teaching practices and should be consistent with accepted student-teacher ratios. At no time shall the number of students exceed the total number for which the program is authorized nor may the number of students concurrently assigned to a clinical affiliate exceed the number for which each affiliate is authorized.
  4. Applicants shall be required to submit evidence of good health, ability to meet physical requirements, and required immunization. Holyoke Community College provides the students the same health services as are available to students in other programs.
  5. Any student may only be enrolled in the program a total of two times.

### **Re-admission Policy**

1. Re-admission of a student regardless of the reason for withdrawal is dependent on space availability in the program and cannot be guaranteed to any student.
2. No student who has a GPA of less than 2.5 will be re-admitted to the Radiologic Technology Program.
3. Requests for re-admission are evaluated on an individual basis.
4. Candidates who have withdrawn from the Radiologic Technology Program will be given consideration based on the reason for their withdrawal, the length of time since their withdrawal (must be less than 2 years), and the activities the individual has participated in during the period of being withdrawn from the program to strengthen their re-admission application.

5. A candidate for readmission must have successfully completed at least one full semester in the HCC Radiologic Technology Program.
6. A person seeking re-admission to the Radiologic Technology program should write a letter of request to the Director of Admissions in care of the Radiologic Technology chair by the following dates :
  - a. For fall admission the letter must be received no later than February 1<sup>st</sup> of that year.
  - b. For spring admission, the letter must be received by September 1<sup>st</sup> of the previous year.
7. The Letter for re-admission should include:
  - a. A request for transfer including semester and year of anticipated entry into the HCC A.S Radiologic Technology Program
  - b. A statement of progress toward degree completion for the HCC Radiologic Technology curriculum requirements.
  - c. Official transcripts from all significant schools.
  - d. A completed HCC application to the Radiologic Technology Program.
    1. If difficulties were encountered while in the Radiologic Technology Program:
      - o Identification of difficulties along with a detailed description of how they were remedied and the effectiveness of the remedies chosen.
      - o A detailed “plan for change” if re-admitted to the program for such things as:
        - tutoring
        - employment
        - remedial courses
        - recovery programs
        - counseling
  - e. These measures will be in place to ensure that the individual will be successful in the Radiologic Technology Program.
8. Candidates for re-admission will be given a written and/or psychomotor skill exam to ensure that previously learned knowledge and skills were retained.
9. Re-admitted students must follow core admission guidelines (health records, CPR, drug screening, CORI/SORI requirements, etc.) of the Radiologic Technology Program
10. A student may only be enrolled in the program a total of two times.

# CLINICAL PLACEMENT REQUIREMENTS

## Essential Functions

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

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

### 1. **Physical**

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

### 2. **Communicative**

- Knowledge of the structure and content of the English language.
- **Active listening**- giving full attention to what others are saying, taking time to understand the points being made.
- **Oral comprehension**- the ability to listen and understand information and ideas presented through spoken words and sentences.
- **Speech clarity**- the ability to speak clearly so others can understand you.

- **Speech recognition**- the ability to identify and understand the speech of another person
- **Written expression**- the ability to communicate information and ideas in writing so others will understand.
- **Communicating with others**- providing information to supervisors, co-workers, and Physicians by telephone, in written form, e-mail, or in person.
- **Interacting with computers**- using computers and computer systems including hardware and software.
- **Civility**- polite, respectful, and professional behavior exhibited in classroom and clinical setting

### 3. Cognitive

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

### 4. Emotional

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

Definitions from: the *Summary Report for Radiologic Technologists* ([www.onetonline.org/link/summary/29-2034.01](http://www.onetonline.org/link/summary/29-2034.01)) produced by the United States Department of Labor in their *Dictionary of Occupational Titles* ([www.oalj.dol.gov/libdot.htm](http://www.oalj.dol.gov/libdot.htm))

If you wish to discuss reasonable accommodation, please contact the program director.

## **HIPAA Policy**

Health Insurance Portability and Accountability Act of 1996 (HIPAA) is federal legislation for the protection and confidentiality of health information.

1. All Radiologic Technology students are required to complete HIPAA training.
2. Students are provided content related to HIPAA during RDL 115, Patient Care and must achieve a passing score (as determined by faculty) on a post test before he/she will be allowed to attend clinical/lab.
3. In addition, clinical facilities may require site specific HIPAA training in addition to the HCC Radiologic Technology Program training. Students must comply with this training as well.

## **CPR**

All students are required to be certified in Basic Life Support (BLS Provider) through the American Heart Association prior to attending clinical.

## **CORI/SORI**

Criminal and sexual offender background checks are required to participate in clinical courses. Accepted students must pass the requirements of a CORI - Criminal Offence Record Investigation and SORI - Sexual Offence Record Investigation. An applicant who has been convicted of a crime (misdemeanor or felony) must contact the American Registry of Radiologic Technology to determine his/her eligibility to take the registry exam. Contact the ARRT, 1255 Northland Drive, Saint Paul, Minnesota 55120-1155, phone 651-687-0048, or download the form from the "Ethics" section of the ARRT web site at [www.arrt.org](http://www.arrt.org).

## **Health Requirements**

The incoming student is required to have a complete physical examination prior to starting the program. Financial responsibility for any sickness or injury occurring during the course of the program is the responsibility of the student and/or parents.

A health form is forwarded to each student with their acceptance letter. This form is to be returned to Health Services prior to the new student orientation.

1. TB testing and immunization records are part of the required physical. Records of these tests are maintained in the student's permanent file and copies will be submitted to the clinical site during each student's assignment.
2. Any prolonged illness or injury resulting in substantial loss of clinical experience hours obligates the student to make up this time before completion of program/awarding of diploma. Didactic course attendance policies must be met, however. Only clinical courses can be rescheduled when the faculty agrees that the student's situation is "extraordinary" and the student's education would not be jeopardized by the change.
4. The student must notify faculty immediately of change in health status including those listed in this manual or any that may cause the student to be unable to meet the physical requirements of the program.

## **Liability Insurance**

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

## **Mandatory Health Insurance Coverage**

All students must be covered by health insurance either through the college or through their family health plan. Plan A and Plan B through the College Health Insurance will cover students for exposures and or injuries sustained in traveling to or from the college as well as attending any college-related activity including clinical experiences.

## **Drug Screening Policy**

Several Health Care Facilities affiliated with the College's Health Division are now requiring that students have a negative drug screen prior to beginning clinical experiences in their facility. In addition, a clinical facility may require the student to submit and pass random drug screening analysis in order to remain at that facility. Therefore, passing a drug screen will now be considered a Technical Standard for all students participating in the Health Division Programs. If a student fails drug screening, retesting occurs within 24 hours of notification of results. Failure to pass a drug screen or refusal to submit to screening will make the student ineligible for clinical placement.



Failure and/or refusal for drug screening are grounds for immediate removal from the Health Division Program. Students will be provided with the drug screen procedure during the orientation process to each course. All screening will be at the student's own expense. The Work Connection at Holyoke Medical Center has been selected as the Division of Health's exclusive laboratory for student drug testing.

### **Surgery Policy**

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

### **Pregnancy Policy**

Pregnancy information is requested to allow the program to monitor the radiation dose received by the fetus. **A pregnant student is encouraged, but not required to inform the program clinical coordinator as soon as she knows she is pregnant.** After a student has informed the program clinical coordinator of her pregnancy using the Declared Pregnancy Form, a second film badge will be issued. This second badge is to be worn at waist level, under the lead apron, when in use. The second badge reading will monitor the fetal dose and the monthly readings will be monitored and will not exceed .5rem (5mSv) during gestation or 10 mrem (0.1 mSv) per month. The student will also receive a copy of Regulatory guide number 8.13 from the Nuclear Regulatory Commission titled "Instruction Concerning Prenatal Radiation Exposure". The student will inform the program clinical coordinator when her pregnancy is complete using the Declared Pregnancy Form. **The student may withdraw her declaration of pregnancy at any time** using the Declared Pregnancy Form. A copy of the Declared Pregnancy Form is provided below.

The student is responsible for required course attendance without modification A. Provisions for any time missed will be made on an individual basis.  
(see sample pregnancy declaration form on next page)

**HOLYOKE COMMUNITY COLLEGE RADIOGRAPHY PROGRAM**

**DECLARED PREGNANCY**

NAME: \_\_\_\_\_

STUDENT #: \_\_\_\_\_

**DECLARATION OF PREGNANCY:**

I am declaring that I am pregnant. \_\_\_\_\_ (month, year)

I believe I became pregnant in \_\_\_\_\_ (month, year)

I understand that my occupational radiation dose during my entire pregnancy will not be allowed to exceed 0.5 (5msv) rem monthly or 10 mrem (0.1 msv) per month (unless that dose has already been exceeded between the time of conception and submitting this letter). Radiation Exposure Assessment BEGINS as soon as you declare your pregnancy in WRITING. A second film badge will be issued and should be worn at waist level.

If I find out that I am not pregnant, or if my pregnancy is terminated, I will promptly inform you in writing that my pregnancy has ended. I have received NRC Regulatory Guide 8.13.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Declaration of pregnancy withdrawn on (date) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

## **ACADEMIC STANDARDS**

For a student to remain **IN GOOD STANDING** within the program, a "C+" grade must be maintained in each Radiography course, designated by the letters "RDL" and Human Anatomy and Physiology.

Should a student's performance fall below the established standards, he/she will be given a **WRITTEN** notice of **ACADEMIC PROBATION** at mid-semester. **ACADEMIC PROBATION** requires the student to bring their grade up to the acceptable level or above, by the end of the semester. Failure to raise the final grade to the required level will result in dismissal from the program. Dismissal from the program for failure to maintain the required grade average, however, does NOT require the student to terminate their study at the College. Students may transfer into other programs offered at the College.

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

### **Competency Testing**

Each student is required to demonstrate his/her ability to perform examinations by means of competency testing.

Having completed classroom assignments for various anatomical areas, the student will request to be tested on a specific area. A staff technologist or clinical supervisor may carry out this procedure.

The criteria for competency testing are given to each student during the first clinical course.

Competency testing must be completed according to the posted schedules and competency test scores are part of the clinical grading system.

In the event that a student makes repeated errors on an exam for which they have already completed a competency exam, a clinical instructor may choose to revoke the competency and require remediation in that exam.

### **Classroom Education Attendance**

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

Students must follow the class attendance policy of the instructors. Excessive absences from any class will result in the "AW" grade which means FAILURE DUE TO EXCESSIVE ABSENCE - ACADEMIC WITHDRAWAL. An AW in any RDL course or Anatomy & Physiology will result in dismissal from the program.

Students are required to take all the courses outlined in the Radiography curriculum. Students should not drop or withdraw from any required course without consulting their advisor. The student must assume responsibility for all work missed. The policies for making up quizzes/examinations are found in the individual instructor's class syllabus and must be adhered to.

### **Clinical Education Attendance**

While engaged in clinical experiences, the student is required to abide by the rules and regulations of the affiliate to which assigned. Students must remain in their assigned rotations/rooms/area until reassigned by the clinical supervisor. In recognition of the importance of regular attendance in the hospital as part of the overall developmental process, particular attention will be paid to punctuality and regularity. Tardiness of more than five minutes will be recorded. Excessive tardiness will lead to disciplinary action.

A student who will be late or absent from their clinical assignment must personally notify their Clinical Instructor at least one-half hour before the scheduled starting time. Students are expected to make medical and other personal appointments outside scheduled clinical time. Each clinical syllabus outlines the required attendance policy.

A warning letter is sent to a student when s/he has used most of their allowed time. A copy of this warning letter is provided below. Special situations of illness or injury (with documentation of treatment under the care of a physician) will be reviewed by the Radiologic Technology faculty. An "I" (Incomplete) may be awarded under **extraordinary** circumstances.

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**Warning Letter for Excessive Absences**

Dear \_\_\_\_\_:

Your instructor, \_\_\_\_\_, has notified this office that you have not been attending your \_\_\_\_\_ class regularly and are in danger of failing the course due to excessive absence.

The attendance policy at Holyoke Community College is determined by the individual instructor. Please see your instructor immediately to discuss your status in this course. Failure to do so will cause you to receive an "AW" for the course due to excessive absences may lead to dismissal from the program.

Sincerely,  
Holly Martin-Peele  
Program Director

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**Clinical Assignments**

Students are rotated through the various rooms in the Medical Imaging Department and through two different affiliates in the program to ensure a variety of learning experiences.

Weekly or bi-weekly, students are assigned to one of the radiography rooms in the department in order to obtain experience in routine radiographic procedures, fluoroscopy, angiography, tomography, portable examinations, operating room, and emergency room studies. Assignments to CT scanning, MRI and Bone Density are also scheduled at least once during the program. Nuclear medicine, Mammography, Ultrasound, and radiation therapy rotations are optional for those students wishing to elect this option.

During the second year of training, each student will have assigned rotations at another affiliate in order to learn how the procedures are carried out in that institution, and become familiar with various types of equipment.

Typically students will not be assigned to a clinical site at which they are employed in any capacity.

## **Evening Assignments**

As part of the student's training, an evening shift is mandated as a means of building up the student's confidence and ability to handle emergency procedures and non-routine examinations.

Each student will be assigned to the evening clinical shift: for one week at a time, once during the first semester and twice during each subsequent school semester.

Evening rotations will be posted in advance for the benefit of those with part-time employment

## **Radiography Clinical Dress Code**

Students are expected to come prepared to the clinical area. Variations in clinical requirements will be explained by each clinical instructor. Students will wear the designated uniforms during clinical assignments adhering to the following dress code:

- **UNIFORMS:** Navy blue scrubs. Clean. Ironed. Hospital identification as directed. White shoes, no open toes or heels. A navy cover up may be worn for those who need another layer or a white turtleneck or plain white T-shirt may be worn UNDER the uniform. Sweaters may NOT be worn over the uniform. Midriff must not be visible.
- **HAIR:** Neat. Clean. Longer than shoulder length hair must be pulled back off the face and off the collar. Neon hair colors are not acceptable. Facial hair must be neatly trimmed so that it is completely covered by a single surgical or HEPA mask.
- **FINGERNAILS:** Fingernails should be clean and of reasonable length (no longer than 1/4 inch past the fingertips). Artificial nails and nail polish are not permitted due to infection control.
- **JEWELRY:** Watch and wedding rings only. Necklaces may be worn under the uniform. For those with pierced ears, earrings must be 1 inch in diameter or less. All other visible piercing adornments must be removed, including tongue rings.
- **IDENTIFICATION:** Assigned student identification provided by each hospital, and dose monitor must be worn.
- **MARKERS:** Lead markers with the student's identification are required. These are provided by the college.
- **TATTOOS:** All tattoos must be covered.

- **PERFUMES/COLOGNES:** Due to sensitivities, students are not permitted to wear perfumes or colognes while attending clinical

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

### **Personal Electronic Devices**

The use of personal electronic devices, including: cell phones, cameras, Mp3 players, etc. are prohibited during all classroom and clinical education experiences. Digital voice recorders and tablet devices are permitted under the discretion of the course instructor.

### **Social Media Policy**

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

### **Grading**

The Radiologic Technology Program's grading scale is as follows:

93 + =A  
90-92 = A-  
87-89 = B+  
83-86 = B  
80-82 = B-  
77-79 = C+

A student must receive a passing score of C+ (77%) in each Radiography and Anatomy and Physiology courses in order to progress to the next course

All course assignments must be completed in order to pass the course. If assignments are not completed, the student will earn a failing grade for the course.

## **Academic Integrity**

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

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

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

**Plagiarism:** the use of another's words, ideas, data, or product without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as your own, or working jointly on a project and then submitting it as your own. Unintentional plagiarism may occur when students are unaware of the proper methods to use in crediting sources. Whether intentional or not, plagiarism is a violation of the college's standards of academic integrity; you are responsible for learning and following the rules for proper use of sources.

**Cheating:** the use or attempted use of unauthorized materials, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; unauthorized copying from or collaboration with another person.

**Fabrication:** intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.

**Collusion:** assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for your own benefit.



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

## **SAFETY POLICIES**

### **Hazardous Materials**

As a student of the Radiologic Technology program at HCC, you will be exposed to some potentially harmful materials. These materials include: lead markers, white out, cleaning products, processing chemicals, and contrast agents. All products will be labeled. Material Safety Data Sheets are available for students at the college or the clinical sites dependent upon where exposure is most likely to occur.

### **Communicable Disease Policy**

Communicable disease information is needed to limit transmission to patients and co-workers. Each case will be evaluated according to symptoms and common transmission avenues. Treatment following exposure to or positive test results for HIV, TB or any other disease may be obtained at the affiliate hospital, or through a private physician AT THE STUDENT'S EXPENSE. Documentation of follow up from a positive PPD (Mantoux) must be provided to the clinical affiliate before clinical attendance resumes.

### **Exposure To Blood And Other Infectious Body Fluids Policy**

If any HCC Radiologic Technology student has a parenteral (e.g., needle-stick or cut) or mucous membrane (e.g., splash to eye or mouth) exposure to blood or other body fluids, or has a cutaneous exposure involving large amounts of blood or prolonged contact with blood, the incident should be immediately reported to the faculty. Follow-up according to facility and CDC recommendations should be followed. A blood specimen should be drawn from the individual exposed and tested. If possible, blood testing of the source of contact should be done as well. Pretest counseling of the student and contact should be provided, as well as any necessary post-test counseling or referral. In situations where the source refuses testing or consent cannot be obtained, the exposure should be handled as if the source tested positive for HB<sub>s</sub>Ag, HCV, and HIV antibody.

Refer to Center for Disease Control protocol for post exposure follow-up:

<http://www.cdc.gov/niosh/topics/healthcare/>

The cost of any post–exposure treatments or vaccines will be the financial responsibility of the individual student

### **Radiation Safety - ALARA Policy**

The intent of an ALARA policy is to maintain exposure to radiation at levels that are **AS LOW AS REASONABLY ACHIEVABLE**. Our radiation safety program is based on the premise that radiation exposure is not risk free and therefore exposure should be kept to levels below the limits permitted by the Commonwealth of Massachusetts Department of Radiation control and other regulatory agencies. ALARA is critical to current radiation protection philosophy.

As we all know, there are inherent hazards in working with ionizing radiation. Our aim is to keep student exposure As Low As Reasonably Achievable.

All students must wear lead aprons and thyroid shields when working within three (3) feet of a radiation source, or during any fluoroscopic procedure. Students must wear lead aprons while participating in a portable exam if they are within six (6) feet of the x-ray beam. No shielding is required when working beyond six (6) feet of a radiation source.

### **Radiation Monitors**

It is the policy of the Radiography Program that the levels of radiation exposure received by students in related educational activities will be constantly monitored and will be considered at safe levels only at those levels considered safe for the general public receiving occupational exposure. The student must assume responsibility for:

1. Being aware of the levels of exposure they have received.
2. Interpreting their monthly monitoring reports in terms of established safe levels.
3. Adopting responsible attitudes and behaviors with regard to the clinical practice involving the use of radiation relative to their own exposure and to their patients.
4. Holyoke Community College will provide each student with the appropriate monitoring device. These devices are to be worn **ONLY** while in the practice of clinical procedures and should be left at the hospital at the end of each clinical assignment.
5. Monitoring devices will be worn in accordance with department policy in compliance with the Department of Radiation Control of the Commonwealth of Massachusetts.
6. The student assumes full responsibility for the monitoring device issued to him/her. Lost or damaged devices are to be reported **IMMEDIATELY** to the Clinical Instructor and Clinical Coordinator.

7. Reports received for the device are issued to Holyoke Community College and are posted monthly. All students are required to check their reports monthly and initial the report, indicating they have reviewed their dosage record.

Permissible exposure levels are:

Whole body deep      500 mrem (5msv)/year      41 mrem (0.041msv)/month

We have set low levels of exposure as our investigation levels because we feel that students should be alerted as early as possible to be careful to use safe working methods.

The investigation levels are:

Level 1 exposure:      20-30 mrem (0.2-0.3 msv) in one month  
 Level 2 exposure:      30+ mrem (0.3+ msv) in one month

Level 1 exposure requires a meeting with the program clinical coordinator to discuss film badge use and misuse and radiation safety practices.

Level 2 exposure requires a written report/questionnaire and a meeting with the program clinical coordinator. (sample level 2 exposure form below)

### **Holyoke Community College Radiography Program Level 2 Exposure Questionnaire**

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

**Circle One**

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

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

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Program Clinical Coordinator Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

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**MRI Safety**

Any student wishing to observe MRI must first pass a MRI screening process (see questionnaire). A MRI trained clinical site staff member must administer the screening. In the student must be under the direct supervision of a MRI trained technologist at all times while in the MRI environment, including the patient interview and prep area, the control room, and the MRI scanner room. The completed questionnaire will be held in the student's clinical education file for the duration of their degree program. (sample MRI screening form below)

MRI DEPARTMENT SAFETY SCREENING FORM:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Have you had an injury to the eye involving a metallic object? (eg metallic slivers, foreign body)

If yes, please describe: \_\_\_\_\_

1. Have you ever been injured by a metallic object or foreign body? (eg BB, bullet, shrapnel)

If yes, please describe: \_\_\_\_\_

2. Are you pregnant or suspect that you are pregnant? \_\_\_\_\_

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

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

Please indicate if you have any of the following: Y N

Cardiac Pacemaker: \_\_\_\_\_

Brain Aneurysm Clip: \_\_\_\_\_

Implanted cardioverter defibrillator (ICD): \_\_\_\_\_

Neuro stimulator: \_\_\_\_\_

Cochlear Implant (Ear): \_\_\_\_\_

Implanted Electrical Devices: \_\_\_\_\_

Spinal Cord Stimulator: \_\_\_\_\_

Insulin or infusion pump: \_\_\_\_\_

Any type prosthesis or implant: \_\_\_\_\_

Shunt: \_\_\_\_\_

Metal Fragments / Metal Foreign Body: \_\_\_\_\_

Hearing aid: \_\_\_\_\_

Other Implant: Type: \_\_\_\_\_

**IMPORTANT INSTRUCTIONS:**

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

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

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

## **Student Supervision**

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

When a student is assigned to a radiography room, s/he is directly responsible to the Registered Technologist in charge of that room. The technologist may make requests of the student related to her/his training which are to be honored. The Radiography Administrator, Radiologists, Assistant Chief Technologist and Clinical Supervisor may also make requests of the students due to their supervisory capacity. Any disagreements, personality clashes, complaints, etc. which may develop should be referred to the clinical instructor and/or other supervisory personnel for discussion and appropriate action. Lack of observation of department or program policies, lack of attention to safety procedures for the patient and her/his well-being may be sufficient grounds for dismissal from the program.

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

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

## **Holding Patients**

Student radiographers will not hold patients, following the current radiation protection guidelines.

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

## Approving Radiographs

**A registered technologist must review all radiographs taken by students before the patient is released from the department.** The student will record his/her initials/signature/bar code on the requisition along with the initials/signature/bar code of the registered Technologist who approved the radiographs. Patients will be released from the department only after the radiographs have been approved

## Repeating Radiographs

Whenever a student is performing a repeat radiograph, a registered technologist must be present in the radiographic room to supervise the examination. Supplemental images that cover an area of anatomy missed on the routine images are considered repeats: i.e. an ankle after the performance of a lower leg image. If a repeat radiograph is necessary, the student will take the repeat only with a registered technologist present.

## Accidents

If a student receives an injury during performance of a clinical procedure, he/she is to report this injury to the Clinical Instructor or supervisor at the time of the injury. The student will receive emergency room treatment, if necessary, at his/her health insurance's expense. An incident form must be filled out by the student and given to the Radiography Administrator.

All students must be covered by some form of health insurance either through their family health plan and/or by purchasing health insurance through the College at a minimal cost. This insurance will cover the student for any injuries including those that may occur during clinical education experiences.

## Patient Injury

Should a patient receive an injury in the Medical Imaging Department, any student involved in the injury is required to inform the Clinical Instructor or Supervisor and make out the required **accident form** after the patient has been given emergency treatment (if required). This report should be made out in detail for future reference in case of legal considerations. A copy of any incident report involving a student will be kept in the student's file.

## **DISCIPLINE POLICY**

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

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

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

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

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

Each student receives a Student Handbook from HCC and a department policy booklet from the affiliate hospital and is required to observe the rules and regulations as set down by those institutions. Failure to abide by these rules and regulations or any act that jeopardizes patient care may result in dismissal from the program. Department rulings must be observed and new regulations that appear in the department will be posted on the department bulletin board when required for implementation. A bulletin board for students will be made available.

### **Disciplinary Action Plan**

A student, who has breached college, program, or affiliate policies and/or has acted in an unsafe manner during clinical assignments, will be automatically suspended from clinical and/or classroom assignments (dependent upon the nature of the violation) pending disciplinary action. Each specific incident will be reviewed by the program faculty and the necessary action decided on an individual basis.

Actions are outlined below:



- Written Warning/Probation

A written warning/probation form is completed by the appropriate faculty member and reviewed and signed by the student. The warning will remain in the student's file and be considered in the event of any further violation. Upon return to class or clinic the student is required to make up any time or assignments that they missed during their suspension.

### **OR**

- Dismissal from the program

Withdrawal forms will be completed for clinical and classroom courses for the current semester and a drop form will be completed for the next semester, if the student has already enrolled.

## **Substance Abuse**

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

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

## **Marijuana Use**

Although Massachusetts law now permits the use of medical marijuana and the possession, use, distribution and cultivation of marijuana in limited amounts, federal law, including the Federal Controlled Substances Act of 1970, the [Drug Free Workplace Act of 1988](#) and the Drug Free Schools and Communities Act of 1989, prohibits the possession, use, distribution and/or cultivation of marijuana at educational institutions. Further, as marijuana remains classified as an illegal narcotic under federal law, institutions of higher education that receive federal funding are required to maintain policies prohibiting the possession and use of marijuana on their campuses.

**Accordingly, the possession, use, distribution or cultivation of marijuana, even for medical purposes, is prohibited on all community college property or at college sponsored events and activities. Clinical rotations are considered college sponsored activities.**

## **Impaired Student Policy**

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

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

### **PROCEDURE:**

#### **1. Initial Identification**

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

#### **2. Referral and Treatment**

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

### **3. Return to Clinical Practice**

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

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

### **GRIEVANCE PROCEDURE**

Student complaints or grievances regarding class and/or clinical, including complaints of possible non-compliance with the Standards of The Joint Review Committee on Education in Radiologic Technology, should follow the College Grievance Policy as found in the HCC Student Handbook. Step by step instructions are provided with time lines for responses, and a student may consult with the Student Grievance Officer at any time during the process. Level One provides an informal procedure intended to resolve complaints, before employing formal procedures, by addressing the complaint with the person directly involved, then the Clinical Instructor, Clinical Coordinator, Program Director and the Division Dean, if the complaint is not resolved. If not resolved at the informal level, the formal process begins. Please refer to the Student Handbook for specific instructions.

## ADVERSE WEATHER /CANCELLATION POLICY

### Classroom

In the event of a cancellation of Holyoke Community College day classes due to weather or other unanticipated events, an announcement will be made over the radio that classes are canceled. Students may also call 413-552-2900 x 1418, or check the college website to find out if the College is closed.

If classes are delayed students must report to the delayed class if there is 45 minutes or more remaining, or to the next scheduled class after the announced start time. *For example; if classes are scheduled from 8-9:15 and 9:30-10:45 and the college opens at 9. You would not attend the 8am class and instead resume your normal schedule at 9:30.*

### Clinical

In the event of adverse weather, an announcement will be made over the radio that classes are cancelled. You can also call 552-2900 x1418 after 6am to check if the college is closed. If classes are delayed students should report to clinical, as long as at least two hours of the assignment remain. If HCC is closed for the day, then all clinical sites are cancelled including evening rotation. If only evening HCC classes are cancelled then only evening clinical is cancelled. Time missed due to inclement weather (college declared cancelled) will be made up at the end of the semester. Snow days that fall during scheduled make up time must be made up". Students may **not** attend clinical when cancelled.

- **Baystate Franklin Students Only:** If GCC is closed you may use a snow day if you deem it unsafe to travel\*
- **Berkshire Medical Students Only:** If BCC is closed you may use a snow day if you deem it unsafe to travel \*

\* delays follow same format as above. You must notify the clinical instructor as described in the clinical attendance policy

### **Unanticipated events**

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

## **STUDENT INFORMATION/RESOURCES**

### **Holiday Policy**

Holidays allowed will be those indicated in the College Calendar. Students may not attend clinical on College holidays.

### **Employment**

Because of the heavy academic and clinical experience schedule and requirements of the Radiography Program, part-time work must be flexible. If sufficient financial aid is not available to the student and the student must work part-time, it is the recommendation of this program that such part-time employment not exceed 15 hours a week.

The hours of employment must be so established so as not to conflict with class hours or clinical affiliate experience.

Employment must not interfere with classroom and clinical performance.

### **Counseling**

1. Student guidance is available at the College in the areas of career counseling, academic counseling, and Personal counseling.
2. The Center for Academic Program Support (CAPS) offers a variety of services to help students succeed.

## **Scholarships**

Two scholarships are currently available specifically for Holyoke Community College Radiologic Technology students. They are the Barbara Murray/Kathryn Root Scholarship and the Sister Bernice Lebel Scholarship. Students are eligible after completing nine credits in Radiography. Applications and instructions are available online or through the Welcome Center. These are in addition to any non RT specific scholarships for which a student is qualified. The deadline for scholarship applications is in March.

## **Awards**

Certificates and small monetary awards are given by HCC for Radiography class valedictorian, salutatorian, and academic achievement. The awards are based on cumulative grade point average in the second spring semester.

**Holyoke Community College**  
**Radiologic Technology Program**  
**STATEMENT OF UNDERSTANDING**

I have read and understand the policies outlined in the Radiologic Technology Program Student Handbook. I understand that my failure to abide by these policies may necessitate slowing or limiting the academic process, or even stopping progression within the program.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name