

STAMFORD HOSPITAL
PROGRAM IN RADIOGRAPHY
STUDENT POLICIES AND PROCEDURES MANUAL

STAMFORD HOSPITAL

PROGRAM IN RADIOGRAPHY

STUDENT POLICIES AND PROCEDURES MANUAL

2007 - 2009

Issued to: _____

Date: _____

It is the student radiographer's responsibility to review and familiarize him/herself with the policies in this handbook, for which he/she will be held accountable. The program director reserves the right of final decision in questions of interpretation.

Revised: 5/94.5/96.4/97.3/99.3/00.4/02/03.7/03.1/04/05.4/06.6/06,3/07

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Stamford Hospital - Program in Radiography

CODE OF ETHICS

1. The Radiologic Technologist conducts himself/herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
2. The Radiologic Technologist acts to advance the principle objective of the profession to humanity with full respect for the dignity of mankind.
3. The Radiologic Technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination, regardless of sex, race, creed, religion, or socioeconomic status.
4. The Radiologic Technologist practices technology founded upon theoretical knowledge and concepts, utilizes equipment and accessories consistent with the purpose for which it has been designed, and employs procedures and techniques appropriately.
5. The Radiologic Technologist assesses situations, exercises care, discretion and judgment, assumes responsibility for professional decisions, and acts in the best interest of the patient.
6. The Radiologic Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment management of the patient, and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Radiologic Technologist utilizes equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in limiting the radiation exposure to the patient, self and other members of the health care team.
8. The Radiologic Technologist practices ethical conduct appropriate to the profession, and protects the patient's right to quality radiologic technology care.
9. The Radiologic Technologist respects confidences entrusted in the course of professional practice protects the patient's right to privacy. And reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The Radiologic Technologist continually strives to improve knowledge and skills by participating in educational and professional activities, sharing knowledge with colleagues and investigating new and innovative aspects of professional practice. One means available to improve knowledge and skills is through professional continuing education.

Stamford Hospital - Program in Radiography

Program Description

Dorothy A. Saia, M.A., R.T. (R)(M) Director
Olive J. Peart, M.S., R.T. (R) (M) Clinical Instructor
Harvey Hecht, M.D. Medical Advisor

Program in Radiography (# 195) accredited for 20 students by the
Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 900
Chicago, Illinois 60606
(312) 704-5300

The program is a hospital sponsored, competency-based, 24 month educational program. It begins annually in early July. Graduation is held annually in June. The Program is a 37.5 hour week, combining classroom and clinical. Students are assigned 3 weeks vacation per year; there are 6 legal holidays and 6 personal days.

Didactic and clinical hours: See attached curriculum outline,
1st year: approximately 1000 didactic and 830 clinical hours,
2nd year: approximately 637 didactic and 1165 clinical hours.
(37.5 hours/week)

Tuition and Fees:

\$25.00 - application fee - non-refundable
\$2800.00 -tuition, 1st year, includes C.S.R.T. membership fee
\$2800.00 -tuition, 2nd year, includes C.S.R.T. membership fee
\$75.00 - graduation fee due by April 18th of graduation year
CPR/AED certification fees yearly

Students are responsible for purchasing/renting their textbooks, uniforms and shoes. Students are also responsible for their own meals, living quarters and transportation.

Vacation and holidays: 3 weeks vacation each year as assigned by the Program Director, plus 6 legal holidays, and 6 personal holidays.

1st year, 1st semester- Christmas week; 1st year, 2nd semester- two (assigned) weeks in May

2nd year, 1st semester- Thanksgiving week. 2nd year, 2nd semester- two (assigned) weeks in May

Personal holidays: must be pre-approved by the Director. Request must be made forty-eight (48) hours prior to the requested day.

Sick Time: 6 sick days per year.

Daily Attendance hours: - 8:00 AM - 4:00 PM. Monday through Friday

- **Graduation:** Students will be graduated on the second Thursday in June following completion of all educational (didactic and clinical) requirements. Students will receive a certificate of graduation and a school pin. All students will be eligible to sit for the ARRT certification examination.

Placement: Every effort will be made to assist graduates in obtaining employment. The student will be aware, before the onset of his/her training, that we do not guarantee placement either in our department or other institutions. The student will also be aware that he/she will be primarily responsible for initiating and obtaining personal employment.

Stamford Hospital - Program in Radiography

Program Accreditation

Program in Radiography (#2230) is accredited for 20 students by the Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 900
Chicago, Illinois 60606
(312) 704-5300

The “Standards for an Accredited Educational Program in Radiologic Sciences” is included in the appendix of this handbook.

Upon completing all program requirements, students will receive a certificate of completion from Stamford Hospital Program in Radiography. They are then eligible for the certification examination administered by the American Registry of Radiologic Technologists (ARRT). A passing grade on this examination entitles the graduate to use the abbreviations R.T.(R), A.R.R.T., (registered technologist) following his/her name.

The field of radiology is rapidly expanding to incorporate new technologies and imaging modalities, offering additional career opportunities to the technologist/radiographer. Career opportunities exist primarily in hospitals, clinics, imaging centers, and specialized physician’s offices. The curriculum can also be used as a stepping-stone for careers in related health professions, such as diagnostic ultrasound, nuclear medicine, radiation oncology, computerized tomography, cardiovascular interventional procedures, magnetic resonance imaging, education and management, and technical sales representation of various x-ray accessories/products.

Stamford Hospital - Program in Radiography

Philosophy & Mission Statement

Philosophy

The profession of radiography is an art and a science dedicated to the health and needs of mankind.

Every individual should have the best health care services possible. Quality radiographic services with minimum radiation exposure should be provided. Therefore, education in Radiography is based on a specialized body of knowledge and skills, which focus on preparation of a competent health care professional.

Education is defined as the process of creating behavioral change. An institutional system should be responsive to relative, cognitive, affective, and psychomotor educational objectives. As the result of interaction with this environment, the student will undergo behavioral changes in the process of learning. An environment conducive to learning is necessary if the student is to acquire the knowledge and develop the skills necessary to achieve the desired goal.

It is the responsibility of the radiography program to provide such an environment. During the educational process, to ensure growth and development, every student should be encouraged to participate to his fullest capacity in both the classroom and clinical environments. Students should have the opportunity to seek advice from program authorities. The radiography program should provide channels of communication with program authorities for the purpose of counseling and/or mediating problems.

MISSION STATEMENT

It is the mission of Stamford Hospital Program in Radiography to provide quality education in Radiography, to produce academically and clinically competent radiographers, and to foster and support life-long learning.

Stamford Hospital - Program in Radiography

Program Goals

1. To provide the radiography student with sound problem-solving, communication and critical thinking skills necessary to function effectively in both the routine and non-routine clinical situations.
2. To facilitate the development of high ethical standards and professional skills, resulting in a high level of graduate and employer satisfaction.
3. To provide the radiography student with a learning environment that encourages professional development and growth consistent with the program mission and expected outcomes
4. To graduate entry-level radiographers who have completed the program within a timeframe and at a rate consistent with the program mission and expected outcomes

Stamford Hospital - Program in Radiography

Learning Outcomes

The program provides an educational environment structured to develop competent health care professionals

1. Students will communicate effectively, identify barriers to effective communication, demonstrate effective methods of resolution. (G1, G2)
2. Students will apply the principles of radiation protection to patients, self, and others. (G1, G2)
3. Students will apply knowledge of anatomy, physiology, positioning, to accurately demonstrate the required anatomical structures on the image receptor. (G1, G2)
4. Students will evaluate images for appropriate positioning, image quality, and radiation safety. (G1, G2)
5. Students will provide age appropriate patient care, safety, and comfort, recognize emergency patient conditions and initiate appropriate procedures. (G1, G2)
6. Students will identify ethical dilemmas and exercise observation, critical-thinking, and decision-making skills. (G1, G2)
7. Students will demonstrate a professional work ethic, dependability, and self-confidence in the clinical arena; they will function as team players in the clinical arena. (G3)
8. Graduates will be adequately prepared to pass the ARRT certification examination. (G4)
9. Graduates will be adequately prepared to perform as entry-level practitioners within the time frame consistent with program mission and goals. (G4)
10. Graduates will achieve an employment rate consistent with program mission and goals. (G4)

Stamford Hospital - Program in Radiography

Family educational rights and privacy act of 1974 “BUCKLEY AMENDMENT”

The family educational rights and privacy act, known as the Buckley Amendment, assures the student of his/her right to review his/her records, challenge the contents, and be assured of complete confidentiality in all matters pertaining to his/her record.

Another aspect of the law is that parents do not have the right to receive grades or other information contained in the records of a student over 18 years of age without the students written consent. In turn, the parent's privacy is also protected, because a student is not permitted to see his family's private financial statement submitted with the aid application.

To comply with the law, transcripts or references will not be released without the written consent of the student or the graduate.

Stamford Hospital - Program in Radiography

Orientation

New radiography students will be scheduled to attend Stamford Hospital New Employee Orientation. This is an all day orientation program and new students will be scheduled to attend either before commencing the radiography program, or during the first week of school, which is customarily reserved, for orientation-type activities.

SHS New Employee Orientation Program Agenda includes:

- .. SHS Mission, philosophy, and structure
- .. Patient relations and customer service
- .. SHS telephone system
- .. SHS employee health office
- .. Safety and security
- .. Infection control: standard precautions
- .. Risk management/quality assurance
- .. The employee assistance program
- .. SHS volunteer services
- .. Personnel policies and procedures
- .. Back safety
- .. Tour of SHS

This standard new employee orientation is supplemented with additional orientation tailored to meet specific needs of radiography students. Topics addressed include:

- .. Medical library orientation
- .. Body mechanics
- .. Standard precautions/infectious disease control
- .. Security
- .. Fire safety training
- .. Introduction to radiologic technology
- .. Radiology department tour and review of protocols
- .. Review of program policy manual
- .. Review of program clinical education manual

Policies
And
Procedures

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

Academic dishonesty

POLICY NUMBER: 001

POLICY

This policy refers to academic dishonesty in all its forms including but without limitation to, cheating on tests, plagiarism, and collusion.

PROCEDURE

All forms of dishonesty including cheating and falsification of information will automatically result in disciplinary action.

A. Cheating on tests includes:

1. Copying from another student's test paper or class assignment
2. Using materials during a test not authorized by the person giving the test.
3. Collaboration with any other person during a test without authority.
4. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of an unadministered test.
5. Bribing any other person to obtain test or information about tests.

B. "Plagiarism" means the appropriation of any other person's work and the incorporation of that work in one's own work offered for credit.

C. "Collusion" means the unauthorized collaboration with any other person in preparing work offered for credit.

Cheating and/or other dishonesty is not tolerated. Dishonesty is a serious violation of the student code. Appropriate disciplinary action will be administered through the office of the program Director with the appropriate appeals process available to the student.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

ACCESS TO STUDENT'S RECORDS

Policy Number: 002

POLICY

Students' records are restricted by law to be available only to authorized personnel.

PROCEDURE:

The following authorized persons have access to all students' records for the purpose of evaluation procedures, documentation, counseling, disciplinary action, determination of each student's status in the school program and maintenance of school records:

1. PROGRAM DIRECTOR, Radiography Program
2. CLINICAL INSTRUCTOR, Radiography Program
3. MEDICAL ADVISOR, Radiography Program
4. FACULTY, Radiography Program
5. ADVISORY COMMITTEE MEMBERS, Radiography Program
6. THE MEMBERS OF THE SITE VISIT TEAM OF THE JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY (for the purpose of accreditation)

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

Admission Requirements

Policy number: 003

POLICY

Individuals must meet the requirements of Stamford Hospital Radiography Program to be eligible for the screening processes of admission. The program requirements are published and available upon request.

PROCEDURE

Individual seeking admission to Stamford Hospital Radiography Program must meet the program requirements to be eligible for the screening process:

Minimum requirements include:

1. A minimum of 15 credit hours of college-level general education coursework
2. High school graduate or its equivalent
3. U.S. citizen or approved visa
4. High school and college transcripts
5. Completed application form
6. Application fee of \$25.00
7. Completion of the pre-entrance aptitude test before the February before commencement of classes, if required
8. Personal interview

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

Advanced Placement Policy

Policy Number: 004

POLICY

Applicants to Stamford Hospital Program in Radiography as Advanced Placement students must have prior education in the radiological sciences and are evaluated on an individual basis.

PROCEDURE

Applicant wishing placement as an advanced student must complete a four-stage process of admission. Initial application, assessment/review, evaluation, and final placement.

Advance placement: Tuition and Fees

- Application fee - \$50. – Non-refundable
- Assessment/Review fee - \$750 – non-refundable
- Evaluation fee - \$1250 – non-refundable
- Final Placement fee –\$3500 – see refund details
- Graduation fee \$75 – non-refundable.

1. Initial application:

Students wishing advanced placement must first submit an application for review. All applications must be accompanied by a non-refundable application fee.

2. Assessment/review:

Applicants meeting the initial requirements will be notified by the faculty. To begin the assessment/review stage, applicants must submit the non-refundable assessment/review fee. This process will evaluate the needs of the individual applicant and determine if Stamford Hospital Program can meet their needs. The applicant's didactic and clinical records will be reviewed and interviews with faculty will take place. At the end of the assessment/review stage the applicant will be given a formal summary evaluation. Applicants wishing to proceed to the next stage must submit the non-refundable evaluation fee.

3. Evaluation:

The faculty evaluates each advanced placement applicant to determine their level of knowledge and skills required for the radiography program. Applicants are required to undergo three days of didactic and clinical

evaluation testing at the school. During the testing process the applicant will be required to demonstrate patient care skills, positioning skills, equipment manipulation, and image evaluation skills on simulated patients. Academically, the applicant will be tested on core curriculum knowledge through formal testing based on core curriculum courses. At the completion of the evaluation process applicants will receive an official evaluation report. This report will:

- ❑ Document the results of the evaluation
- ❑ Identify whether or not the individual is accepted as an advanced placement student
- ❑ Identify the academic courses and clinical requirements that need to be completed
- ❑ Identify the approximate length of time that will be required for program completion.

Applicants wishing to continue the admission process must submit the final placement fee. If the student leaves the program within one month of submitting the final placement fee, 50% will be refunded. No refund will be made after one month.

4. Final placement

The applicant's placement will be determined by skills demonstrated during the evaluation process. The applicant can however opt for:

- ❑ Full time placement within the program
- ❑ Part time didactic and clinical studies within the program
- ❑ Distance learning didactic work, with clinical studies scheduled intermittently on site. Distance learning can be scheduled at times mutually convenient for both the student and the faculty and could cover a period of days, months or years.

Academic and clinical testing/evaluation takes place on site.

The part time and distance options will, of course, significantly increase the length of the program.

Whatever the format, all applicants/students must meet the program's minimum graduation requirements.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

Alcohol and Drug Policies

Policy Number: 005

POLICY

Stamford Hospital intends to provide a safe and healthful learning and working environment for all students and employees in the Program in Radiography and expects all students and employees to perform at an acceptable level unimpaired by alcohol or drug use. Use of alcohol and drugs cannot only threaten an individual's health and welfare, but also endanger the safety of fellow students, employees, patients, and others, and cause productivity losses quality deficiencies, absenteeism problems and increase in business expenses. In addition, Federal law prohibits institutions of higher education from being eligible to receive funds or any other form of financial assistance under any federally funded or guaranteed student loan program, unless the institution has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. For all these reasons Stamford Hospital has established the following rules and procedures relating to alcohol and drugs, which must be followed by all students and employees in the School of Radiography.

The hospital is willing to help any student or employee, who makes a timely and appropriate request for assistance with an alcohol or drug problem, through referral to an appropriate assistance program.

PROCEDURE

- A. The unlawful manufacture, distribution, dispensation, possession or use of alcohol or illicit drugs by students or employees on Hospital property or as a part of Hospital or School activities is prohibited. This included actions regarding illegal drugs like marijuana, cocaine, and heroine, as well as unlawful actions regarding alcohol or unlawful drugs, such as having prescription drugs without an appropriate prescription.
- B. Being under the influence of alcohol or unlawful or unlawfully used drugs on Hospital property or when engaging in Hospital or Program activities is prohibited.
- C. Violation of the rules stated in A and B will result in the discipline of students and employees (consistent with local, State and Federal law), up to and including expulsion or termination of employment and referral to the appropriate authorities for criminal prosecution.
- D. A copy of Stamford Hospital program in Radiography Alcohol and Drug Policies will be provided to each student and employee.
- E. Stamford Hospital Program in Radiography abides by Federal, State, and any local laws that pertain to illegal or controlled drugs.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

Appeals Process

Policy Number: 006

POLICY

If/when program related misunderstandings and grievances arise, such problems are often solved through improved communication. Sometimes, an impartial third party is needed. To promote effective communication and maintain the quality and standards of Stamford Hospital Radiography Program, students may utilize the Appeals Process as a means to answer questions, resolve misunderstandings, or solve problems. The program officials believe that it is important to identify and remedy causes of student dissatisfaction, while assuring that all students receive fair and equitable treatment. The guidelines used in dealing with these concerns are found in the program's policies and in the JRCERT Standards – both found in the Student Handbook.

PROCEDURE

The appeals procedure is available to any student. Whenever the student has a concern, the sooner it is discussed the sooner it can be resolved. Hopefully, most complaints will be settled at the first step, by honest discussion between the student and Program Director. The student is encouraged to feel free to request a meeting with the Program Director to pursue free communication and fair treatment, without fear of recrimination.

It is the student's responsibility to pursue his/her concern through each successive step of the appeals procedure, within the allotted time. Except in cases where extensions have been agreed to, a student who does not pursue an appeal in a timely fashion shall be deemed to have accepted the decision at the previous step and will have waived any right to continue proceeding his/her appeal. On the other hand, if an answer is not provided the student, the student shall retain the right to immediately move his/her appeal to the next step.

All appeals must be initiated within 14 calendar days of the event(s)-giving rise to the appeal or within 14 days of the time the student knew or should have known of the circumstance(s) giving rise to the appeal.

Step 1

The student presents his/her concern to the Program Director. A scheduled meeting will take place between the student and the Program director in an attempt to resolve the matter. If the student is not satisfied, the student may proceed to Step 2, within three (3) days of the Step 1 meeting. If the student lets 3 days pass and does not pursue Step 2; the appeal process is terminated with the understanding that the student has accepted the Program Director's decision.

Step 2

The student may request a meeting with the Second Stage Review Committee (Medical Advisor, Education Specialist (from Education and Organization Development Dept.), and Human Resources Specialist) in an attempt to resolve the matter to his/her satisfaction. The student may bring any representative they deem necessary to this meeting. The meeting will take place within fourteen (14) working days from the request for the meeting. The committee will reach a decision and notify the student within five (5) working days. If the student finds the decision unsatisfactory he/she may proceed to Step #3, within five (5) days of the response. Failure to proceed to step 3 within the allotted time period will result in the appeals process being terminated with the understanding that the student has accepted the group decision.

Step 3

The student may request a meeting with the Third Stage Review Committee (VP and Director of Education and Organization Development Dept, Director of Human Resources, and Executive Director of Operations) in an attempt to resolve the matter to his/her satisfaction. The group will meet and discuss the appeal within fourteen (14) working days, and may hold conferences or meetings with one or all of the parties involved, and inform the student of their answer. The group will render a decision within five (5) working days of receiving the appeal. The decision shall be final and binding.

****NOTE:****

Any student complaints/allegations regarding Program non-compliance with JRCERT STANDARDS can be addressed in the above manner and/or brought directly to the JRCERT:

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Tel: 312.704.5300
Fax: 312.704.5304

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

Appearance/Dress Code and General Policies

Policy Number: 007

POLICY

Female students: The school uniform consists of *regulation* pants/skirt (white for juniors & navy blue for seniors), professional blouse (*traditional T-shirt round collar, covering the sternal notch, long enough to always be tucked in pants*), white *regulation* jacket, professional shoes (white for juniors & black for seniors), and white socks or stockings. Light or flesh colored underclothing is required to maintain professional appearance.

Male students: *Regulation* trousers (white for juniors & navy blue for seniors), jacket, shirt and tie (professional/businesslike) and professional shoes (white for juniors & black for seniors), solid socks. Light or flesh colored underclothing is required to maintain professional appearance.

All uniforms must be kept clean, white and pressed. "Scrubs" are not permitted

PROCEDURE

- A neat, clean appearance must be presented at all times, e.g. Shoes must be clean and polished
- Fingernails must be *short* and well groomed; any nail polish must be clear or neutral in color.
- Jewelry will consist of a watch and only one ring per hand. Only one conservative gold/silver chain may be worn on the neck inside the uniform collar. (All other jewelry subject to instructor approval)
- No visible tattoo or body piercing is allowed
- Professional manner and conduct is expected at all times.
- Food, beverages and smoking are not permitted in the classroom.
- Cell phone calls are not permitted during lectures
- If you need to call in sick, do so between 7:45 and 8:00 AM. Speak directly to the Program Director or Clinical Instructor, or leave message on voice mail.
- Punctuality is very important. It is expected that you be prepared and in your clinical area (or class) by 8:00 A.M.
- Textbooks or other personal belongings must not be left in the clinical area or in the classroom.
- Six (6) sick days are allowed each year. Excessive sick time will require a doctor's certificate, and unmet clinical requirements will be made up after graduation.
- The three- (3) weeks vacation allowed each year, will be assigned to the students.
- Students must not gather in the work area or personnel lounge: when not in use, the classroom may be used for study, etc. Lunches should be taken in the hospital cafeteria or coffee shop.

- Infraction of school policies will result in verbal or written warning, probation or immediate dismissal, depending on the seriousness of the infraction.
- The hospital requires an identification badge, which must be worn at all times while on duty.
- Students must wear their dosimeters at all times while on duty. See Bonus Debit Policy, #10
- Students are not allowed to leave their clinical area without permission of the Program Director or Clinical Instructor

Males:

Any facial hair must be neatly trimmed, short and clean and must meet professional standards. Hair must be off the collar (no long hair allowed)

Females:

Hair must be clean and neat, pulled back off the collar; hair must not fall in the face.

- Any earrings must not dangle from ear.
- Any makeup must be conservative
- If skirt is worn, it must reach at least the bottom of the knee and a slip must be worn with it.

Appearance must meet with the Instructor's professional opinion of a professional image.

- Hands must be kept clean and should be washed before and after each patient
- Breath should be free of any offensive odors (e.g.: cigarette smoke, spicy foods)
- No perfumes/colognes should be worn. This is particularly offensive to sick and/or allergic patients.
- Radiographic rooms will be kept neat, orderly, and stocked with adequate linens and supplies.
- Professional conduct, courtesy, and cooperation are expected at all times when in the hospital.
- Students are not permitted in the clinical area during off duty hours without instructor permission
- Students are expected to be in the classroom or clinical area at 8:00AM, prepared and ready to participate.
- The student must never attempt to diagnose an exam. The student must **never** discuss the patient for any purpose and with anyone not directly involved with that patient's care.
- ***Breach of patient confidentiality is considered intentional misconduct and is grounds for immediate dismissal.***
- The student must wear their ID badge at all times in the hospital.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

Attitude/Affective behavior

Policy Number: 008

POLICY

Ethical behavior has a bearing on most of the activities in which a radiologic technologist / radiographer engages throughout his/her entire career. It has a vital bearing upon his/her success as a radiographer, and happiness as an individual. Radiography students are expected to respect and adhere to the professional codes of ethics. Also, an understanding of ethical schools of thought will better prepare students to address future ethical dilemmas. Radiography students are required to conduct themselves in a professional manner at all times in the health care facility. Poor attitude as indicated by unprofessionalism, insubordination, poor ethical behavior, abusive conduct or language with patients, visitors, supervisors, or co-workers will result in dismissal from the program.

PROCEDURE

The code of ethics serves a guide by which students must evaluate their professional conduct as it relates to patients, health care consumers, employers, colleagues and other members of the health care team.

Unethical conduct and/or unprofessional behavior includes but is not limited to the following:

- Violation of HIPAA including improper management of patient records such as revealing privileged communication from or relating to a patient, except when permitted by law.
- Engaging in any conduct to deceive, defraud or harm others.
- Willful or careless disregard for the health, welfare, safety, or confidentiality of a patient
- Unprofessional or dishonorable behavior, whether in action, speech or appearance.
- Posting confidential or sensitive patient/hospital information on the Internet, Internet blogs, commercial or private web sites.
- Using the Internet or other public media to defame the character of student, staff or faculty.

In the event of any incident involving a student, another individual, patients/staff or others, the students will receive a written warning and the incident will be discussed with the Program Director. The student may also receive debit points, be placed on probation, suspended, or dismissed from the program depending on the severity of the incident.

Affective behavior is evaluated on the second page of the student progress report (see policies #043).

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

Authority chain

Policy number: 009

POLICY

Students will observe the correct chain of authority.

PROCEDURE

If the Program Director is unavailable, the Clinical Instructor will have the authority to make decisions, as s/he deems necessary.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

Bonus/Debit point system

Policy Number: 010

POLICY

Bonus points and/or debit points are included in calculation of the student's total clinical grade. It is a mission of Stamford Hospital and the Program in Radiography to provide quality patient care and satisfaction. All clinical skills, actions, and behaviors contribute to the overall clinical grade.

PROCEDURE

The following policies, in addition to others detailed in this handbook and the clinical education handbook, serve to further develop the clinical focus on quality patient care and calculate the students overall clinical grade. The student, through their positive actions, can earn bonus points. These points can be added to the passing clinical grade to improve the quarterly final grade and final GPA. *Bonus points cannot be used to change the clinical competency portion of the clinical grade.*

Bonus Points:

Bonus Point as indicated will be given for:

- Staying late to finish an examination. A maximum of 3 permitted per semester. (requires documentation and a stay of at least $\frac{1}{2}$ hour over schedule) ** $\frac{1}{4}$ bonus point.*
- No late days in a half semester ** $\frac{1}{4}$ bonus point.*

One Bonus Point PLUS...

- Being mentioned by name in a patient questionnaire: ** 1 pt. plus $\frac{1}{2}$ personal day*
- No tardys or unscheduled absences during a semester period (personal days must be scheduled 48 hours in advance, no late, early leaves or sick days) ** 1pt plus one personal day*
- Students reporting to school during severe inclement weather conditions (points awarded at the discretion of the program director. Maximum award is $\frac{1}{2}$ pt plus an additional (1) personal day.)
- Any exemplary action deemed appropriate by the Program Director and/or Clinical Instructor: ** 1 – 3 Bonus Points*

Half-semester will be calculated as follows:

July – September

October – December

January – March

April – June

BONUS FORM

Date: _____ Student's Name: _____

_____ **Bonus Point** _____ **Bonus Points**

_____ **Bonus Point/s +** _____ **Personal Day/s**

Staying late to finish an examination. A maximum of 3 permitted per semester. (requires documentation and a stay of at least ½ hour over schedule) **¼ bonus point.*

No late days in a half semester **¼ bonus point.*

One Bonus Point PLUS...

Being mentioned by name in a patient questionnaire: **1 pt. plus ½ personal day*

No tardys or unscheduled absences during a semester period (personal days must be scheduled 48 hours in advance, no late, early leaves or sick days) **1pt plus one personal day*

Students reporting to school during severe inclement weather conditions (points awarded at the discretion of the program director. Maximum award is 1/2 pt plus an additional (1) personal day.)

Any exemplary action deemed appropriate by the Program Director and/or Clinical Instructor: **1 – 3 Bonus Points*

Half Semester is calculated as follows:

July – September

October – December

January – March

April – June

PLEASE SIGN AND RETURN THIS FORM TO THE PROGRAM DIRECTOR OR CLINICAL INSTRUCTOR

Student's Comments:

Student's Signature: _____

Program Director/Instructor signature: _____

BONUS FORM DOCUMENTATION

Date: _____

Student's Name: _____

- Staying late to finish a case (requires documentation and a stay of at least 30min over schedule time)

Date of Exam. _____

Type of Exam. _____

Patient name or I.D. # _____

Start time of Exam _____

End time of Exam _____

Please explain why the student's aid was necessary _____

**PLEASE SIGN AND RETURN THIS FORM TO THE PROGRAM DIRECTOR OR
CLINICAL INSTRUCTOR**

Student's Signature _____

Technologist's Name _____

Debit Points

A debit point is a numerical documentation of student's unsatisfactory performance, and will affect that student's clinical grade. The debit point(s) will be subtracted from the initial overall clinical grade when computing the quarterly final clinical grade.

Debit point(s) will be assigned for infraction of any program or hospital policy. Some examples are as follows:

½ debit point will be assigned for each of the following infractions

- Not properly calling in when sick or tardy
- Failure on a competency re-check
- Failure to fill out the "Time sign in/out sheets"
- Violation of the dress/appearance code
- Failure to leave the dosimeter in mailbox at end of day

One debit point will be assigned for each of the following infractions:

- Three (3) or more tardys within a three (3) month period
- Leaving assigned area without notification/permission
- Not having markers in clinical assigned area
- Failure to wear dosimeter
- Violation of hospital NO SMOKING policy
- Not submitting the required number of clinical evaluations
- Failure to turn in written assignments on time
- Not following professional standards
- Using another person's marker
- Failure to put the correct marker on the film
- Failure to follow department policy on passing unsatisfactory/undiagnostic films
- Violation of the school's Communications policy
- Violation of the hospital shuttle system and parking restriction rules
- Failure to return debit form/s

Two or more debit points:

Any action deemed inappropriate according to hospital or program policies, at the discretion of the Program Director and/or Clinical Instructor

THIS IS ONLY A PARTIAL LIST. OTHERS ARE FOUND IN THE CLINICAL HANDBOOK AND/OR MAY BE ASSIGNED AT THE DISCRETION OF THE PROGRAM DIRECTOR AND CLINICAL INSTRUCTOR.

DEBIT FORM

Date: _____ Student's Name: _____

_____ **Point/s will be deducted from your clinical grade**

½ debit point will be assigned for each of the following infractions

- 1. Not properly calling in when sick or tardy
- 2. Failure on a competency re-check
- 3. Failure to fill out the "Time sign in/out sheets"
- 4. Violation of the dress/appearance code
- 5. Failure to leave the dosimeter in mailbox at end of day

One debit point will be assigned for each of the following infractions:

- 6. Three (3) or more tardys within a three (3) month period
- 7. Leaving assigned area without notification/permission.
- 8. Not having markers in clinical assigned area
- 9. Failure to wear dosimeter
- 10. Violation of hospital NO SMOKING policy
- 11. Not submitting the required number of clinical evaluations
- 12. Failure to turn in written assignments on time
- 13. Not following professional standards
- 14. Using another person's marker
- 15. Failure to put the correct marker on the film
- 16. Failure to follow department policy on passing unsatisfactory/undiagnostic films
- 17. Violation of the school's Communications policy
- 18. Violation of the hospital shuttle system and parking restriction rules
- 19. Failure to return debit form/s

Two or more debit points will be assigned if:

- 20. Your actions were deemed inappropriate according to hospital and program standard (explanation):

THIS FORM MUST BE SIGNED AND RETURNED TO THE PROGRAM DIRECTOR OR CLINICAL INSTRUCTOR WITHIN 24 HOURS

Student's Comments:

Student's Signature: _____

Program Director/Instructor signature: _____

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

**Eligibility for certification
Policy number: 011**

POLICY

Upon satisfactory completion of the program, the radiography student should apply to participate in the ARRT certification examination.

PROCEDURE

1. Successful completion of all didactic and clinical requirements.
2. Endorsement from the Program Director is required for application eligibility.
3. The student is responsible for the ARRT application fee.
4. It must be noted that conviction of a felony or misdemeanor must be reported to the ARRT at time of application, and may result in ineligibility for examination. A conviction of, a plea of guilty to, or a plea of *nolo condere* to an offence constitutes a conviction for ARRT purposes. A conviction that results in withheld adjudication or a suspended sentence must also be reported to the ARRT.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

Classroom hours

Policy number: 012

POLICY

Students will receive a monthly didactic schedule.

PROCEDURE

Classes:

Didactic schedules will be prepared by the Program Director, posted and distributed to the student monthly. The Program Director and/or Clinical Instructor will make any necessary change in the schedule. Students will be notified in the event of a schedule change.

It will be the responsibility of the student to come to class prepared; that is, with the appropriate materials and having reviewed the material covered in the previous class or classes.

Radiography students should advise the radiographer(s) with whom they are assigned of their class schedule.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

Clinical Evaluations

Policy Number: 013

POLICY

Evaluation of the radiography student's clinical competence and performance is conducted throughout the radiography program. Students participate in their performance evaluation review.

Radiography students will receive and participate in ongoing clinical evaluations by supervising technologists while in the clinical area. Evaluations are completed following completion of the clinical rotation. The evaluations will be completed by the technologist, reviewed with the student, and become part of the student's permanent file.

PROCEDURE

Evaluations and Objectives for Clinical Rotation – Diagnostic

Evaluation reflects an assessment of the students' progress throughout the semester. All students are required to submit a minimum of 5 clinical rotation evaluations and objectives per semester, however, mandatory evaluations and objectives are expected from specific clinical rotations.

The completed evaluation form should be returned to the Program Director or Clinical Instructor within two weeks of completion of each rotation. A technologist or support staffer must sign all evaluations/objectives.

Evaluations for Non-clinical and Adjunctive Modality

The Students' performance is evaluated at the end of all **non-clinical and adjunctive modality rotations**. Evaluation and objective forms must be submitted to the technologist/support staffer mid rotation.

The completed evaluation form should be returned to the Program Director or Clinical Instructor within two weeks of completion of each rotation. A technologist or support staffer must sign all evaluations/objectives.

Clinical evaluations are weighted as 5% of the Clinical Grade average.

Forms submitted after two (2) weeks will result in a zero (0) grade for that rotation.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

**Clinical Recognition Policy
Policy Number: 014**

POLICY

Students in the radiography program are recognized for activities above and beyond standard performance that demonstrate the students consistent commitment to service excellence. Such documented activities will be recognized in calculation of the student's clinical grade.

PROCEDURE

It is the policy of the Program in Radiography to recognize activities of students that are consistently above and beyond standard clinical performance. If there are four (4) documentations of such activity, the student will receive '**clinical recognition**' on their monthly evaluation form. *The point will be added on the month and during the semester of the fourth activity.*

Activities must clearly benefit the student, radiography program and radiology department. They must be documented by the supervising radiographer(s) *in detail, using specific examples*, on the *Clinical Recognition Documentation Form* found in the student's competency handbook.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

CLINICAL RECOGNITION DOCUMENTATION FORM

Date: _____ Student's Name: _____

The above student is recognized for actively participating or performing an activity that demonstrates the student's commitment to service excellence.

The activity should be above and beyond routine clinical performance and should be a needed activity that clearly benefited the radiology program or department.

If there are *four (4)* documentations of such activity, the student will receive '**clinical recognition**' on their monthly evaluation form. The point will be added on the month of *the fourth activity*.

Documented Evidence - Clearly describe the activity and explain how the student's help contributed to service excellence.

Activity date: _____ Activity time _____

Patient name or I.D. # (if necessary) _____

Start time of Activity _____

End time of Activity _____

PLEASE SIGN AND RETURN THIS FORM TO THE PROGRAM DIRECTOR OR CLINICAL INSTRUCTOR

Student's Name _____ Student's Signature _____

Technologist's Name _____ Technologist's Signature _____

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

Clinical Rotations

Policy Number: 015

POLICY

Students will rotate weekly or biweekly through various clinical areas. A clinical rotation schedule will be posted and distributed to the students.

PROCEDURE

Clinical rotation will be designed and distributed periodically by the program Director and/or Clinical Instructor. Students will rotate through all areas of the Radiology/Imaging Department. At the discretion of the Director and/or Clinical Instructor and/or after conference with the student, it may be determined that the student requires more or less time at a particular clinical rotation. Students may rotate back to the same clinical area before moving to other clinical areas as necessary.

Adjunctive modality clinical rotations:

During the second year, usually second semester, and after the student has completed introductory lectures on the specific modality, they may rotate through the following specialty imaging areas: Ultrasound, CT, MRI, Vascular/Cardiac Imaging, Radiotherapy, Nuclear Medicine, EKG, and phlebotomy. Students with missing or failing clinical competencies, clinical objectives or evaluations will not be allowed to participate in the adjunctive modality rotations.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

Clinical Supervision

Policy Number: 016

POLICY

Until a student achieves competency in a given procedure, clinical assignments shall be under direct supervision.

PROCEDURE

Until the student achieves competency, i.e. passes the clinical competency evaluation for a given examination; he/she shall be under the direct supervision of a staff radiographer. Once passing the competency, the student may perform the examination under limited/indirect supervision.

A. The parameters of *direct supervision* are:

- A qualified radiographer reviews the request for examination in relation to the student's achievement.
- A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge.
- A qualified radiographer is present during the conduct of the examination.
- A qualified radiographer reviews and approves the radiographs.

B. The parameters of *indirect supervision* are:

- A qualified radiographer is immediately available to assist the student.
- "Immediately available" is interpreted as the 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.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

Clinical Supervisors

Policy Number: 017

POLICY

Radiography students are under the direct supervision of the staff radiographer in the area to which they are assigned.

PROCEDURE

While in the clinical area, the student will be under the direct supervision of the staff radiographer in that assigned area. It will be the responsibility of the student to inform the staff radiographer of their whereabouts at all times.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

**Communications – Telephone & Cell Phones
Policy Number: 018**

POLICY

This policy covers student use of the telephone and cell phones.

PROCEDURE

Students will not abuse the use of the Radiology Department telephones. They are used for business purposes only, or in the event of an emergency. Abusive use of the Radiology Department telephones for other than business purposes will result in one debit point. Repeated abuse will result in written warning, suspension and/or dismissal.

Should the student need to receive an important message/call, the message should be received through the school's office. The student will be notified, through reasonable efforts, of the emergency phone call.

Telephone pay stations are available for outside calls.

Cell phone use is prohibited within the hospital premises except for designated "open" areas. The use of cell phones in school is not permitted. Ringing phones during lectures or in a clinical area will result in one or more debit points. Any repeat offense will result in suspension and/or dismissal.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

**Communication- Computer & Internet Usage
Policy**

Policy Number 019

POLICY

Stamford Health System's policy prohibiting all forms of harassment applies fully to use of Stamford Health System's telecommunications, computers, fax, voicemail, e-mail systems, networks, as well as any other communication resource. The computers, fax, voicemail, e-mail and Internet are for departmental use and educational/school research only. The use of the computer and Internet for business unrelated to SHS or the Program in Radiography is not allowed. Fraudulent, political, personal, recreational or religious use of the computer or Internet is not allowed at the hospital.

PROCEDURE

Students are assigned passwords to manage and control access to the computers and networks. All students are responsible for taking the appropriate steps to select and secure their passwords. Students are also responsible for choosing, storing and changing passwords in compliance with the SHS policy. Users must keep passwords confidential and are not allowed to share their passwords with others. If a password becomes compromised or is suspected to have been compromised it should be reported to IS and changed.

- ❑ Students must not share passwords with anyone. All passwords are to be treated as sensitive and confidential.
- ❑ Students must not attempt to use, view or access another person's accounts, computer files, programs, or data.
- ❑ Unauthorized attempts to view Patient Health or other restricted information is not allowed.
- ❑ Students will not attempt to use SHS computers or account to gain unauthorized access to SHS or other systems
- ❑ Students will not attempt to degrade the performance of SHS computers and/or networks.
- ❑ Student must not use the SHS resources for commercial activity such as creating products or services for sale and cannot install personal software on SHS computers
- ❑ Copying software protected by copyright, except as permitted by software licensing agreements is not allowed
- ❑ Students are not allowed to send, store, or access fraudulent, harassing, or obscene messages and/or materials on SHS systems.
- ❑ Students are not allowed to initiate or propagate electronic chain letters, or mass mailing to newsgroups, mailing lists or to other individuals.

Illegal use of the Computer and/or Internet will result in one or more debit points, and a written warning. Severe violation or repeated offence will result in suspension and/or dismissal.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

Clinical Competency Testing

Policy Number: 020

POLICY

Clinical competency testing is an integral part of the radiography program, used to evaluate the student's level of progression in the clinical arena.

Failure to complete the required competencies per semester, repeated failure of competency exams, failing clinical grade, all warrant clinical probation and release from the radiography program according to this policy and Policy # 27.

PROCEDURE

Competency - based testing is a means of checking the progress of students during their clinical education by determining their ability to meet specified objectives, thus demonstrating competency. The clinical competency system is a uniform and structured method of clinical evaluation. All students must complete the minimum number of competency examinations per semester, as outlined below. **Failure to complete the minimum will generate a zero (0) grade for each missing competency, resulting in an overall reduction in the clinical grade. Failure to complete the minimum required comps/semester, or failing clinical grade, will result in clinical probation followed by release from the program.**

1st semester	5 competency exams
2nd semester	17 competency exams
3rd semester	19 competency exams
4th semester	10 competency exams
<hr/>	
Total:	51 competency exams

In order to be eligible for competency the student must first complete written objectives, lab practice, pass a written examination, and pass the required number of graded practice competencies. The required number of graded practices per competency is listed in the Student Competency Handbook.

- The student may re-test **only once** (following remediation) for any given failed procedure quiz. This allows the student to be eligible for competency.
- Failure on a make-up procedure quiz will result in repeated junior year-*Procedure 1* (of the appropriate sections/body part) and inability to proceed with competency testing in the failed area.
- *Three (3)* failing quiz grades (below 80%), in one semester (6-months), will result in clinical probation or dismissal (see policies 27 and 59).
- A fourth failing quiz grade in Procedure during one semester will result in dismissal from the program.

Graded practices can be simulated or performed on actual patients. They must be graded by the clinical instructor, program director or technologist preceptors. Students can perform simulated competencies and practices *only* with the clinical

instructor or program director and cannot perform more than one simulated competency or practice on a particular part in one day.

Competency exams will be performed on patients, except in the rare instance when the volume of a particular examination does not make this viable. Passing grade on competency examination is 92%.

Re-check competency

The student is required to perform periodic re-checks of previously passed competencies. Re-check exams will always be performed on a patient and will be arbitrarily selected and assigned by the Clinical Instructor or Program Director. See Clinical Handbook for details of re-check competencies. Passing grade on re-check competency examinations is 95%.

Equipment objectives and & competency evaluation

Students are required to pass an equipment competency evaluation during the second half of the first semester. Evaluation dates/times will be unannounced and determined by the Clinical Instructor or Program Director.

It will be the responsibility of the student to complete clinical competency exams within the specified time frame.

It is the student radiographer's responsibility to:

- 1) Notify the instructor that he/she is ready for competency testing
- 2) That there is a potential exam available
- 3) To present the competency form.

The Clinical Instructor will review the exam request to determine if it is appropriate for student competency. The Clinical Instructor may also *select and assign* exams for competency testing

Performing competences with a Technologist Preceptor

Students are allowed to perform competencies with designated staff technologist preceptors. A current list of technologist preceptors is always posted in the student classroom. When 'comping' with a preceptor, the *Question, Answer or Identify* section of the competency form must be completed with the Program Director or Clinical Instructor.

Completed competency forms must be turned in for review with the program director or clinical instructor within *one week* of completion of the competency, in order to receive credit for that comp.

Clinical competency examinations are weighted as 75% of the semester clinical grade. All grades become part of the student's permanent record

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

CONTAGIOUS DISEASES

Policy Number: 021

POLICY

Radiography students must report any contagious disease they have contracted to the Program Director, or, in her absence, to the Clinical Instructor.

PROCEDURE:

It is essential that a Radiography Student report any potentially contagious condition to the Program Director, or in her absence, to the Clinical Instructor, at which time the student will be directed to Employee Health Service or other appropriate area.

Stamford Hospital provides health services for the purpose of assuring that the Radiography Student maintains desirable standards of physical health, receives medical care when needed and participates in a preventative health program.

Students with potentially contagious diseases/conditions must be cleared by the Employee Health physical in consultation with the Infectious Disease physician when appropriate. Consideration will be given as to the illness, location and type of duties performed.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

CPR/AED Certification

Policy Number: 022

POLICY

All students in Stamford Hospital Program in Radiography are required to have the knowledge and skills necessary to recognize and provide basic care for breathing emergencies, perform CPR, and use an automated external defibrillator (AED) for victims of sudden cardiac arrest, until advanced medical personnel arrive and take over. *CPR/AED training fees and certification are the responsibility of the student.*

Professional rescue or CPR (cardiopulmonary resuscitation) & AED (automated external defibrillator) courses are available through numerous community agencies.

Incoming students are required to submit documentation of satisfactory completion of CPR/AED for the Professional Rescuer within the 2 months of the start of the program.

Documentation of recertification is required by August 30 of the student's second year. *A photocopy of the CPR card must be submitted to the program director by the first day of school and by August 30 of the second year.*

Failure to have a valid CPR/AED certification will result in one or more debits. Continued violation of the policy would result in the mandated sequence of probation, suspension, and release from the program.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

**Days Off/Personal Holidays
Policy Number: 023**

POLICY

Any time off (holiday, personal) must be approved by the Program Director. Students are allowed six (6) personal holidays per year.

PROCEDURE

The student will make their request for day off to the Program Director for approval at least 48 hours prior to the requested day.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

Didactic grades

Policy Number: 024

POLICY

The didactic passing grade is 80% or better, grades falling below 80% are considered failing in Stamford Hospital Radiography Program.

PROCEDURE

Any radiography student with a grade below 80% for any examination:

1. May be assigned, by the instructor, to complete some type of remediation on the course material. This may be a written assignment, tutoring, or other type of remediation, in order to improve comprehension of the material covered. Remedial work will not replace or change the failing grade.
2. If a number of examinations are failed, the student may be released from the program according to policy number 027 (failing didactic grades).
3. Remedial work is available for the student as stated in this policy and counseling is available to the student with a failing average will be available as stated in policy number 027.
4. Failure to complete work assigned by the instructor will result in release from the program.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

Discipline/Conduct

Policy Number 025

POLICY

Failure to abide by the rules of conduct and regulations of Stamford Hospital Radiography Program constitutes grounds for warning/probation/and dismissal.

PROCEDURE

Radiography students will be counseled with respect to appropriate conduct. When necessary, the Program Director will administer disciplinary action for any infraction of rules. Disciplinary action will reflect the seriousness of the offense. It may consist of verbal or written warnings, suspension or dismissal from the program.

SERIOUS MISCONDUCT: Serious infractions of civil or hospital regulations which threaten the personal safety or property of individuals of the hospital, theft, physical assault or endangering the lives of patients, unauthorized possession, sale or use of drugs, alcohol or firearms will be cause for immediate dismissal. Falsification, unauthorized possession or disclosure of patient, employee, or other hospital records or confidential information will be similarly treated. Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964 and will not be permitted. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other verbal, physical or written conduct of a sexual nature to which a student is forced to submit to or to reject, especially if such conduct directly or indirectly interferes with the student's work performance or creates an intimidating, hostile or offensive environment.

OTHER MISCONDUCT: Certain acts of misconduct, which interfere with the operation of the hospital, will result in disciplinary action. Such infractions include, but are not limited to the following:

- ❑ Creating or contributing by act or omission to unsafe unsanitary conditions.
- ❑ Failure or refusal to follow instructions of a supervisor.
- ❑ Unauthorized distribution of literature on hospital premises in work areas at anytime, or in non-work areas during working hours of any student. For this reason "work area" shall include any portion of the hospital.
- ❑ Acting in a disorderly manner that is threatening or annoying to others.
- ❑ Any negligent or deliberate act or conduct detrimental to patients, visitors or other employees.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

**Excessive Sick Time
Policy Number: 026**

POLICY

Radiography students with habitual sick time will be required to follow the procedure outlined below.

PROCEDURE

1. Students with excessive sick time may be asked at the discretion of the Program Director to have a physician's note brought in indicating the extent of the illness.
2. Excessive sick time not proved to be valid may result in probation and suspension from the program
3. Students having physical or emotional problems which interfere with their performance (didactic, clinical and ethical) in the program, may be required to leave the program and complete it at a later date, as described in policy 058.
4. Sick time in excess of the permissible 12 days (2 years), and resulting in unmet clinical requirements, may be made up after graduation.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

**Failing Didactic grades
Policy Number: 027**

POLICY

Failure of a major subject will result in dismissal from the Radiography Program.

PROCEDURE

Failure of an examination may be followed by remedial work/study in an effort to demonstrate improved understanding of the material.

Failure of major subject(s) will result in release from the program.

Counseling/extra help is always available to the needy student at their request. Counseling/extra help sessions are structured to meet the needs of the individual student. Every effort will be made to assist the student with extra help and counseling in order that they may satisfactorily complete a subject, the following will occur:

Failure of a major subject in the first semester of the program resulting in student dismissal, will require re-application for the program, beginning the program in its entirety the following July. This application must be submitted in writing to the program Director within one month of release from the program, *and does not guarantee re-admission.*

Failure of a major subject in the second year of the program, resulting in student dismissal, will require re-application for the program (within one month of dismissal) for the following July to complete the second year.

Re-application received later than one month will require that the student apply for re-admission to the (entire) program. Re-application for the program does not guarantee re-admission.

List of major subjects:

Anatomy & Physiology (I and II)
Radiographic Procedures (I and II)
Radiographic Exposure (I and II)

Physics I and II
Radiation Protection I

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

**Failure to attend Clinical/Didactic sessions
Policy Number: 028**

POLICY

Failure to attend clinical and/or didactic sessions without informing the Program Faculty may result in immediate dismissal from the program.

PROCEDURE

Failure to appear for scheduled clinical or didactic sessions without providing appropriate notice may result in immediate dismissal from the program.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

**Eligibility for graduation
Policy number: 029**

POLICY

Radiography students must meet all requirements in order to be eligible for graduation.

PROCEDURE

Stamford Hospital Program in radiography is a competency-based program whose academic curriculum generally encompasses approximately 24 months. School hours are Monday through Friday 8: 00 AM – 4: 00 PM. Criteria for graduation include:

1. Satisfactory completion of all didactic work.
2. Satisfactory completion of all clinical work.
3. Poor ethical/professional behavior as documented in the student files can be reason for non-eligibility for graduation.
4. In order to help defray some of the expense associated with graduation, there is a **graduation fee** of **\$75.00** charged to each student eligible for graduation. This fee is due and payable by April 18th of the year in which graduation occurs.
5. The possibility of **variable completion** dates is explained in policy #058.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

Holiday Clinical

Policy Number: 030

POLICY

Each Senior Radiography Students will be assigned two holiday rotations. There are objectives and evaluations for each of these clinical assignments.

PROCEDURE

Senior Radiography Students will be assigned two (2) off-hour holidays (one 8-4 and one 1-9PM). This assignment will help fulfill requirements for competency in Atypical and Trauma Patient Radiography. Criteria for competency and evaluation are described on the Objectives and Evaluation forms provided.

On completion of a holiday rotation, students receive one compensatory day off. Compensating time off will be scheduled according to Policy number 023.

Any student missing their assigned holiday rotation will be allowed to make up that day only **after** graduation.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

Incident Report

Policy Number: 031

POLICY

In the event of an accident/incident that concerns a student and/or patient, a formal incident report must be completed.

PROCEDURE

Incident reports are available from the Program Director, Clinical Instructor, or Floor Coordinator. All incidents must be reported immediately to the supervising technologist, Clinical Instructor, and Program Director. At the time of the incident, an Incident Report will be completed, appropriately signed by those involved and a physician, and submitted to the Program Director.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

**Inclement Weather Policy
Policy Number: 032**

POLICY

**Severe Inclement Weather Policy
Policy number: 061**

The School of Radiography does not grant days off for severe inclement weather except in rare cases of extremely serious storms. In order to prepare responsible professional students, the faculty believes that students must realize how important radiographers are to the health care team and that they are needed in all kinds of weather.

Student Clinical time is never cancelled; however, the student must also realize that the School would never wish to jeopardize student safety. Students must use their own discretion regarding travel conditions. If the student opts to stay home, the student must call the school and clinical site informing them that they will not be there – that day will be counted as personal time.

If severe inclement weather conditions exist, students will not be considered tardy if they arrive at clinical within a reasonable period *allowed by the School for that day*. The amount of time varies with the intensity and severity of each storm, road conditions and any region.

Didactic Classes: Policy requires that hospital employees be present regardless of weather conditions (except for the very worst storms). Thus, didactic faculty instructors will be at the hospital 99% of the time. Classes will be held as long as 50% of the class is in attendance.

If class is cancelled, classes will be rescheduled to another day.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

**International Rotation Policy
Policy Number: 033**

POLICY

Second year Radiography students in excellent academic and clinical standing, and upon the approval/discretion of the Program Director, can elect a two-week clinical rotation at a foreign hospital/radiography program, prior to graduation. This can be a rewarding and enriching educational experience. Students have the opportunity to observe the practice of radiography and health care in other countries/cultures.

PROCEDURE

Students selecting this rotation must submit a request in writing to the Program Director at least two months prior to the anticipated/desired rotation dates. The student is responsible for all expenses and risks associated with travel and activities related to the elective.

During this foreign rotation the students will participate in a *minimum* of 6 Clinical hours per day scheduled by the Program Director and/or Clinical Coordinator at the clinical site. The student will present the rotation Objectives check list and evaluation form to the Program Director, who will complete and return them to the student upon completion of the rotation.

Students are required to keep a daily journal - recording their experiences, observations, reflections, conclusions, etc. The journal will be reviewed by SHS program faculty, and the student will be scheduled to report his/her experiences to all the radiography students.

Traditionally, international rotations have taken place in London, England. Students may develop and propose other clinical sites for approval by the program director. The most suitable time for this rotation is at the end of the second semester/beginning of the third semester.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

Leaves of Absence

Policy Number: 034

POLICY

Due to the nature of the educational process, leaves of absence will vary according to the student's level of competence.

PROCEDURE

All leaves of absence must be requested in writing and approved by the Program Director.

Since extended absences result in significant interruption of educational continuity, especially during the first semester, leaves of absence will not be approved for students in their first 6 months in school. Students in their 7th to 18th month of training may request a leave of absence up to, but not exceeding 1 month. Leaves of absences for students in their last 6 months in school will be tailored to the individual needs of the student, at the discretion of the Program Director.

According to policy number 037, make-up time will be made up in eight-hour blocks after graduation.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

Lunch

Policy Number: 035

POLICY

Students are permitted one-half hour for lunch.

PROCEDURE

Unless there is conflict with class schedule, and depending on room or rotation area, students are expected to take their lunch within the assigned half-hour.

While in the clinical area, students should complete any task prior to lunch. Students will sign out their departure time and sign in their time of return from lunch on the posted sign-out/sign-in sheets.

Failure to sign in or out, or signing incorrectly, may result in a debit point.

Stamford Hospital Program in Radiography Student TIME SHEET

Week of _____

All absences from with clinical area must be clearly documented

(Leaving your assigned area without permission will result in a debit point)

Name	Monday			Tuesday			Wednesday			Thursday			Friday		
	In	Lunch out/in	Out	In	Lunch out/in	Out	In	Lunch out/in	Out	In	Lunch out/in	Out	In	Lunch out/in	Out

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

**Make-up examinations and Missed Assignments
Policy number: 036**

POLICY

POLICY

- 1) Students will be afforded the opportunity to participate in a written examination missed due to absence.
- 2) If the student misses the due date of an assignment due to illness or absence the assignment is due the first date the student reports back to school.

PROCEDURE

Students missing a written examination due to absence or illness may have 5 points deducted from their make-up grade. The student will have two days in which to make-up the examination with the appropriate instructor. In the event the examination is not made up in the allotted time, and other arrangements not made with the instructor, a zero will be recorded for that grade.

Students are required to submit all assignments by the due date. Failure to hand in an assignment *on time* can result in debit point(s) and a 5-point reduction in grade. Assignments still missing after three days will result in a zero grade.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

**Make-up time: due to illness
Policy Number: 037**

POLICY

Make-up time may be allowed for radiography students as outlined below.

PROCEDURE

In the event an illness, which results in an excess of those days, allowed by school policy number 026, the following procedure may be followed as a means of catching up with clinical requirements:

- ❑ Make-up time for didactic work will be the responsibility of the student.
- ❑ The student may use available vacation days and/or personal holidays as a means of meeting clinical requirements
- ❑ Clinical practicum may be made up after graduation between the hours of 8:00 AM – 4:00 PM. Monday through Friday.
- ❑ ARRT eligibility is based on satisfactory completion of the program as described in policy number 029.
- ❑ The school day (clinical and didactic) is an 8-hour day with one-half hour for lunch. Therefore make-up time will be in 8 hour blocks

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

**National Honor Society
Policy number: 038**

POLICY

At graduation, students may be eligible for membership in the Connecticut Alpha Chapter of Lambda Nu, a national honor society for the radiologic and imaging sciences.

The Connecticut Alpha Chapter of Lambd Nu is Chartered under the by-laws of the national Lambda Nu national honor society for radiologic and imaging sciences. The founding Chapter is on the campus of Arkansas State University.

PROCEDURE

To be eligible for membership in the national Lambda Nu, national honor society for radiologic science and imaging professions, graduates must have earned at least a 3.6 *cumulative* GPA and at least a 3.8 GPA in *professional* (clinical) courses. Other requirements:

- All clinical and academic requirements satisfactorily met
- Clinical evaluations, experience, and objectives up to date
- Punctuality/attendance within specified acceptable limits (see student handbook)
- No disciplinary action documented within last 18 months

Membership pins and certificates are presented at graduation.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

Pregnancy Policy

Policy Number: 039

POLICY

The purpose of this policy is to ensure that the student is properly monitored for radiation protection and to make satisfactory arrangements with the student and Program for a possible leave of absence from clinical and academic portions of the Program.

PROCEDURE

Should a student become pregnant, the student is encouraged to notify the Program Director as soon as possible. This is the student's choice, not a requirement.

Upon notification of the Program Director, the student will meet with the Radiation Physicist for appropriate counseling. Any necessary clinical changes will be made to insure that radiation to the fetus is kept to minimum levels. Accurate documentation will be kept regarding all radiation safety measures taken. An additional "baby badge" will be provided and properly used.

The student may remain in the Program as long as she is physically able to carry on clinically and academically.

If a maternity leave/leave of absence is requested, it must be done in writing. Depending on the duration of the leave, the student may choose to either begin the interrupted year the following July or may choose to make up the missed time after graduation in accordance with Policies 040 and 041.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

**Proper Address: Patients/Supervisors
Policy Number: 040**

POLICY

Radiography students must address patients, peers, supervisors, etc. in their proper manner.

PROCEDURE

Patients and physicians must be addressed by their proper names (example: Mr., Mrs., and Doctor). Instructors are to be addressed by their last names, unless otherwise specified by the instructor.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

**Radiation Monitoring and Protection Policy
Policy Number: 041**

POLICY

When working in areas where radiation or radioactive materials are present students are required to wear a radiation – monitoring device.

Students will practice the ALARA concept of radiation protection. Students must adhere to practices that reduce radiation exposure to patients, themselves, other personnel. This specifically includes wearing a full lead apron during fluoroscopy, mobile radiography, and using shielding on patients according to the recommended criteria.

**HOLDING OF PATIENTS FOR RADIOLOGIC EXAMINATIONS BY
STUDENT RADIOGRAPHERS IS ABSOLUTELY FORBIDDEN. DOING SO WARRANTS
DISMISSAL FROM THE RADIOGRAPHY PROGRAM.**

Any questionable practice must be reported to the Program Director or Clinical Instructor immediately.

PROCEDURE

- Students must wear their dosimeter at the collar at all times. During fluoroscopy the dosimeter must be worn outside the lead apron.
- Dosimeters must be left in the student's mailbox at the end of the day. Failure to comply, results in debit point(s).
- Radiation Dosimetry reports are issued monthly. All radiation-dosimetry records are kept in the school office. Following review of the monthly records by program faculty, the report is posted in the radiography classroom. It is in the student's responsibility to review the report within one (1) week of posting and indicate their review by initialing next to their name.
- The "control dosimeter" will be stored in the office of the program director.
- No student should receive more that 100 millirem in one (1) month.

Procedure should the student's dosimeter reading exceed the allowable limit:

- The student will consult with the RSO and Program Director
- The RSO will investigate and determine the cause of the overexposure.
- Overexposure due to faulty equipment/processing error will be remedied.
- Overexposure due to student negligence will be documented. Repeated episode of overexposure due to student negligence is grounds for dismissal from the program.
- All documentation will be maintained in the student's file.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

Repeat Radiographs

Policy Number: 042

POLICY

All students performing repeat radiographs will do so only under the direct supervision of a registered radiographer.

PROCEDURE

While in the clinical area, any student whose radiographic examination requires a repeat radiograph, must repeat the radiograph under the direct supervision of the registered staff radiographer. There are NO EXCEPTIONS to this rule. Clinical grade debit points will be assigned for infraction of this rule. Repeated infraction will result in clinical probation, suspension, and dismissal.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

**Progress reports and evaluations
Policy number: 043**

POLICY

Student's academic and clinical progress will be evaluated at regular intervals.

PROCEDURE

Student academic and clinical progress is carefully monitored throughout the 24-month educational program. Students meet with the Program Director at 3 months, 6 months, 12 months, 18 months, and 24 months to review progress. Progress reviews may also be arranged at additional times, as warranted. During the meeting, the student's academic and clinical performance and progress is reviewed. Areas of strengths and weakness are analyzed. Additional counseling is scheduled as needed. A sample copy of progress report forms follows.

Stamford Hospital
30 Shelburne Road Stamford, CT 06902
Program in Radiography (203) 276-7877

Grading Scale

Name: _____
 SS#: _____
 Entry Date: _____
 Completion Date: _____
 Program Director: D. A. Saia, M.A., R.T.(R)(M)
 Final GPA: _____

A+ (99-100) = 4.0	C+ (83 - 84) = 2.3
A (95-98) = 3.8	C (80 -82) = 2.0
A- (91-94) = 3.7	C- (78-79) = 1.7
B+ (89-90) = 3.3	F = below 1.7
B (87 -88) = 3.0	P = pass
B- (85 -86) = 2.7	I = incomplete

COURSE TITLE	JULY - DEC 2005 - 2005	JAN - JUNE 2006 - 2006	JULY - DEC 2006 - 2006	JAN - JUN 2007 - 2007	TOTAL CLOCK HOURS
Intro to Radiography/Orientation					37
Patient Care and Pharmacology					104
Radiology Computer Applications					5
Radiation Protection I, II					40
Medical Terminology					70
Medical Ethics & Law					21
Journal I and II					40
Anatomy & Physiology I, II, III, IV					315
Radiographic Procedures I, II, III, IV					441
Radiologic Physics I, II, III, IV					80
Prin. Radiographic Exposure I, II, III					199
Clinical Radiography I, II, III, IV					1995
Trauma Clinical Elective					
Holiday Clinical					(15)
Research and Analysis					40
Literature Review Seminar					20
Survey of Imaging Equipment					40
Intro to Quality Assurance					21
Radiobiology					48
Intro to Computed Tomography					8
VIR/Cath Lab Intro					2
Intro to Radiation Oncology/Dosimetry					4
Intro to Magnetic Resonance					2
Intro to Nuclear Medicine					2
Intro to Sonography					2
Principles of Venipuncture					13
Clinical Phlebotomy					18
Clinical ECG					18
Professional Development Seminar					10
Final Exams					37

SEMESTER GPA _____

PROGRAM DIRECTOR: _____

DATE: _____

AFFECTIVE BEHAVIOR:

Key: **E** = excels **S** = satisfactory **NI** = needs improvement

The student radiographer:

Listens attentively
Shows awareness of the importance of learning
Shows sensitivity to human needs
Accepts differences in race and culture
Attends closely to classroom activities
Completes assigned homework
Participates in classroom discussion
Volunteers for special tasks
Enjoys helping others

CLINICAL SKILLS - PRACTICAL APPLICATION

RELATIONSHIP WITH PATIENT:

The student radiographer:

Respects patient's privacy by preserving modesty
Respects patient's rights by not discussing patient with persons not involved in care
Addresses patient by full name
Introduces self to patients
Explains examinations in understandable / lay terms
Keeps patient informed of progress
Works well with all patients (i.e. infants, pediatric, adolescent, geriatric, etc.)
Gives patient prompt, proper, and complete instructions once exam is complete
Displays safety consciousness

RELATIONSHIP WITH STAFF AND FACULTY:

The student radiographer:

Demonstrates ability to benefit from constructive criticism
Observes rules and regulations of the department
Assists radiologist/staff in a professional manner
Recognizes cause of and attempts to resolve conflict with others in a professional manner
Responds to stressful situations in a professional manner
Does not disrupt or inhibit the professional growth of class members by clowning, dominating, or recognition-seeking manner
Freely shares knowledge and skills with peers
Displays a non-judgmental, sensitive, accepting attitude toward others' culturally determined behaviors, in order to provide effective health care
Notifies supervisor when leaving assigned area

INITIATIVE:

The student radiographer:

Offers assistance to the staff
Keeps busy and seek added responsible assignments
Displays an enthusiastic attitude toward work- didactic and clinical
Demonstrates perseverance
Is a consistently accurate and top performer
Adjusts readily to change
Demonstrates self-reliance in working independently

ORGANIZATION AND PROFESSIONALISM

The student radiographer:

Wears ID badge and dosimeter
Consistently places dosimeter in designated area before going off duty
Seeks assistance when necessary (i.e. level of competency not achieved, moving difficult patients, emergency situations, etc.)
Demonstrates self-confidence by ability to adapt, instilling confidence in-patients, not being over-confident, and basing decisions on clear thought
Uses tone and volume of voice appropriate to the situation
Demonstrates effective listening skills
Uses time between procedures to clean equipment and rooms, stock supplies, maintain work area in ready condition for better efficiency
Wears complete school uniform, presents a neat and clean appearance
Hair, nails, and jewelry are consistently in compliance with school dress code
Practices cooperation in group activities
Consistently maintains good relationships
Maintains good hygiene / health habits
Shows concern for the welfare of others
Consistently demonstrates poise and control under pressure; handles stressful situations well

ATTENDANCE AND RELIABILITY

The student radiographer:

Never abuses sick time / personal time - more than 4 occurrences of absence for illness per year is considered unsatisfactory, i.e. "needs improvement"; no more than 16.0 hours or 2 sick days per year is considered excellent
Always provides proper notification and advance notice for absence or tardiness; takes corrective action to prevent recurring absences
Always reports to class and clinical area on time
Returns to clinical area promptly after class, break, and lunch
Consistently hands in completed clinical experience, evaluation and objective forms in a timely manner
When requested, is normally willing to adjust personal schedule to accommodate school, department, and hospital

COMMENTS:

MAJOR STRENGTHS

AREA (S) WHERE IMPROVEMENT IS NEEDED

GOALS FOR NEXT SEMESTER

D. A. Saia, M.A., R.T.(R)(M)
Director
Radiography Program

Student

Olive J. Peart, M.S., R.T.(R)(M)
Clinical Instructor

Date

*Admin/transcript
Rev 94, 96, 98, 99, 00*

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

Room and board

Policy number: 044

POLICY

Radiography students are responsible for their own room and board.

PROCEDURE

Radiography students are responsible for all costs incurred regarding room and board. Students may use Stamford Hospital employee cafeteria and will be charged employee prices.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

Selection of Applicants

Policy number: 045

POLICY

The selection process of Stamford Hospital Radiography Program is structured and documented.

PROCEDURE

1. Candidates for admissions into the program of radiography are required to submit all the necessary information to the Program Director. Application deadline is February 15th, of each year but applicants are strongly urged to apply as early as possible.
2. Each applicant's material is placed in a central file. When the individual's file is complete, a letter is sent to the applicant confirming receipt of necessary materials. Applicants with incomplete packets are notified in writing of the missing items and reminded of the final date for submission material.
3. Rolling Admissions:
Completed application packages are continuously reviewed by the program and admissions committee.
4. A three-stage screening process is followed:
 - Stage I: Each completed packet is evaluated by the Program Director and Clinical Instructor.
 - Stage II: Applicants scheduled for a personal interview. They are required to spend part of the day in the radiology department and will meet with/be interviewed by two or more members of the Advisory Committee.
The committee members are:
 - Program Director
 - Clinical Instructor(s)
 - Medical Advisor
 - Radiology Department Manager and/or Chief Technologist
 - Member of Education and Organizational Development Dept of SH
 - Stage III: Final decisions are then made according to the applicant evaluation and score form.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

**Sick Time – calling in
Policy Number: 046**

POLICY

Students are required to notify the Program Director or Clinical Instructor by 7:45 AM if they will be out sick.

PROCEDURE

Students must call the Radiography Program office and speak to the Program Director, Clinical Instructor, or leave a message on voice mail.

Students are responsible for notifying the office of their absence by 7:45 AM that morning.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

Sick Time

Policy Number: 047

POLICY

Radiography students are allotted six sick days per year.

PROCEDURE

Students with a possible or suspected infection or communicable disease will not be allowed in the hospital environment.

Students with a medical or physical condition such as a cast, slings, crutches or any other apparatus that may interfere with the student's ability to perform procedures or puts a patient at risk, will not be allowed to attend clinicals unless they are able to provide a medical release signed by a physician or authorized medical personnel, and are able to meet all clinical objectives.

Any learning experiences (didactic and/or clinical) missed during sick leave must be completed by the student within a reasonable length of time, at the discretion of the Program Director.

Sick days will be deducted from the total sick time allotted.

Sick days can be calculated hourly. A student coming to school at 8:00 AM and leaving before 12:00 noon will be deducted one full (8 hour) sick day. If the student leaves after 12:00 noon, one – half day (4 hours) will be deducted.

There are 6 sick days allotted per year. Students may be required to make up missed clinical experience (in excess of 8-days) after graduation. Excessive or repetitious sick time will not be indulged.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

**Smoking/Gum chewing
Policy Number: 048**

POLICY

Stamford Hospital is a smoke-free hospital. Smoking is prohibited on hospital grounds and throughout the hospital, with the exception of the facility provided by the hospital for this purpose.

Gum chewing is not allowed in patient areas at any time.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

Standard Precautions

Policy Number: 049

POLICY

RADIOGRAPHY STUDENTS SHALL BE IN COMPLIANCE WITH SHS
GUIDELINES ON STANDARD PRECAUTIONS.

PROCEDURE

Radiography students shall comply with Standard Precautions by using gloves in the following situations:

- Assisting with IV injections
- Barium enema examinations
- All other procedures, which may involve exposure to blood and body fluids, mucous membranes, non-intact skin, and handling items and surfaces, soiled with blood or body fluids.

Masks, protective eyewear and/or gowns should be worn during appropriate procedures. See attached policy on Standard Precautions.

Any student failing to comply with the Standard Precautions policy will be subject to receipt of clinical debit points and formal disciplinary action as outlined in Policies #010 and 025 of this handbook.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

**Student Conference forms
POLICY NUMBER: 050**

POLICY

Student conference forms will be used for any of the reasons mentioned below:

1. To provide the student with a formal written warning
2. To place students on probation for repeat offences.
3. To release the student from the program for continued unsatisfactory progress

PROCEDURE

The situation will be discussed with the student when they are presented with the form. The student will be given opportunity to write a statement of agreement or appeal on the conference form (see appeals process, Policy # 006).

The student's signature on the conference form indicates that they have been made aware of the report, not that they agree or disagree with the report.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

Student Employment

Policy Number: 051

POLICY

Radiography students may not be employed as radiographers before graduation.

PROCEDURE

1. It is the policy of the Program in Radiography that students may not be employed as radiographers until minimum educational requirements have been satisfactorily completed. These requirements are not met until graduation. Connecticut, New York and many other state laws prohibit the delivering of ionizing radiation by unlicensed individuals.
2. Any student who begins employment as a radiographer prior to graduation is exhibiting illegal and unethical behavior and is jeopardizing his/her eligibility for graduation/certification.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

Tardiness

Policy Number: 052

POLICY

Radiography students must notify the Program Director or Clinical Instructor as soon as possible if he/she expects to be late.

Radiography students exhibiting habitual tardiness will be subject to the following procedure:

PROCEDURE:

1. 1 – 3 late arrivals per quarter, no effect
2. After (3) late arrivals, *the student will receive one debit point*
3. Fourth and fifth late/ arrival per quarter, *two debit points per offense*
The student may receive a written warning from the Program Director, to be signed by both parties and entered into the students' permanent file.
4. Continued tardiness will result in probationary status, suspension, or dismissal

Excessive tardiness/absences from clinical and or didactic areas result in loss of important knowledge and experience.

Debit points will affect the student's clinical grade.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

Transportation

Policy number: 053

POLICY

Radiography students are responsible for arranging and paying for transportation during their twenty-four month educational program.

PROCEDURE

The radiography students are responsible for arranging and paying for transportation to and from school.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

**Tuition Deposit/Refund
Policy number: 054**

POLICY

Students accepted into the program of radiography at Stamford Hospital will be notified by mail. A \$1000.00 tuition deposit must be received within two to four weeks of acceptance into the program, as an indication of acceptance of the appointment.

A partial refund is made, should the student leave the program within the first two weeks of the first semester.

PROCEDURE

The first \$1000.00 paid upon acceptance to the program is non-refundable. If the student leaves within the first two weeks of starting the program, \$900.00 will be refunded. After the first two weeks, the tuition is non-refundable.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

**Tuition payment in full
Policy number: 055**

POLICY

The balance of tuition is payable by the student in increments - \$1800.00 by the start of school and \$2800.00 by June 30th of the following year.

PROCEDURE

Students will remit the second increment of \$1800.00 by the start of school and the last increment of \$2800.00 before June 30 of the following year. No exceptions are made for this policy.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

**U.S. Dept. of Veterans Affairs Benefits
Policy Number: 056**

POLICY

The radiography program at Stamford Hospital is approved for veterans.

PROCEDURE

Radiography students eligible for Veterans Administration Benefits may apply to their recruiting office and the Program Director for this information.

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

Vacations

Policy Number: 057

POLICY

Radiography students receive three weeks vacation per year. Vacation time is assigned by the Program Director.

PROCEDURE

Three weeks vacation per year.

- During the first year, students receive Christmas week and (usually the second) two weeks in May
- During the second year, students receive Thanksgiving week and (usually the first) two weeks in May

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

Variable Completion

POLICY NUMBER: 058

Stamford Hospital Program in Radiography curriculum is designed to fill a 24-month period. However, the Program is competency-based and various students might complete the program in various time frames.

PROCEDURE

- 1) It is possible to demonstrate one's competency in somewhat less than 24 months, should the academic schedule permit. Students who believe they are eligible for early completion must petition the Program Director, in writing, within 4-6 weeks before graduation.

The following guidelines are used to identify required criteria for "early completion" of the Program in Radiography:

- Minimum academic GPA of 3.6
 - All clinical and academic requirements satisfactorily met
 - Clinical evaluations, experience, and objectives up to date
 - Punctuality/attendance within specified acceptable limits (see student handbook)
 - No disciplinary action documented within last 18 months
 - Must fulfill (i.e.: return for) the following obligations:
 - Final examinations
 - Any scheduled conferences
 - Graduation ceremony
- 2) It is possible that some students may require more than 24 months to satisfy their academic and/or clinical obligations. Before being identified as not meeting the minimum requirement for graduation, the student would first have completed remedial work in consultation the program's faculty and/or been on academic probation. Any student meeting at least one of the criteria below will require "extended completion" of the Program in Radiography:
 - Unacceptable punctuality and/or attendance
 - Failure to complete the minimum number of competencies in any one semester

**RADIOGRAPHY PROGRAM
STAMFORD HOSPITAL**

Video Taping Policy

Policy Number: 059

POLICY

The use of video or photographs during didactic studies focuses on learning, self-evaluation and self-improvement, making it possible for real and permanent changes in behavior to occur.

The Radiography program at Stamford Hospital reserves the right to take candid photographs and videotape of students and to use the resulting likeness and voice recordings, including all photographs, video images and sound recordings, for all educational and research purposes by the School, or anyone authorized by Stamford Hospital.

The project referenced above may be distributed, broadcast, or presented in any media format (including the Internet and computer-based media platforms) or used in publications or in classrooms by the radiography program or by Stamford Hospital or anyone authorized by Stamford Hospital. The radiography program and the hospital may also use this project for promotional purposes.

Stamford Hospital Program in Radiography is the sole owner of all rights to such photographs, images or sound recordings. Students wishing to access the photographs, images or sound recording may request such access. Students will be notified prior to any photographing, imaging or sound recording.

**Withdrawal from the program
Policy number: 060**

POLICY

The purpose of this policy is to assure that the student has received adequate counseling/guidance/assistance prior to his/her decision to leave the program.

PROCEDURE

If a student decides to withdraw from the radiography program, he/she should provide written documentation of this decision and participate in a personal interview with the Program Director. It is our wish that the student has received all necessary available help/counseling before making this decision.

Organization Charts

Attachments

**Standards for an Accredited Educational Program in
Radiologic Sciences (“The Standards”)**

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