

**SUNY BROOME COMMUNITY COLLEGE  
RADIOLOGIC TECHNOLOGY PROGRAM  
2023-2025  
“PROGRAM POLICY MANUAL”**



To The Radiology Student:

Welcome to the Radiologic Technology Department at SUNY Broome Community College! This Program Policy Manual has been prepared as a guide for faculty and student use while you are studying here at SUNY Broome. Along with SUNY Broome Community College [catalog](#), [student handbook](#), and [website](#), it comprises a contract between the program and you. Keep this copy, along with any additions or revisions you receive, as long as you are a student in this program at SUNY Broome. It is important that you be familiar with all policies and procedures as you enter and as you work toward completing the program. If anything is unclear or left unanswered, please ask a department faculty member.

All the program faculty members wish you success at SUNY Broome Community College and will be doing their best to help you achieve it!

***Colleen Donahue, M.S., Ed., R.T. (R) (MR)  
Program Director, Chairperson, Associate  
Professor, Department of Radiologic Technology  
607-778-5070 donahuecm@sunybroome.edu***

## The Radiologic Technology Program *and* Clinical Education Policy Manuals

Please complete the following “**Affirmation of Understanding**” form using the link provided: I agree that I have received a copy of the Radiologic Technology Program *and* Clinical Education Policy Manuals and thoroughly read the manuals, asked any pertinent questions I had, and agree to abide by all said policies and follow all procedures.

Complete the ["Affirmation of Understanding" form here.](#)

All students are expected to complete this form. These are policies and procedures tied together with and followed by the program, accreditors, clinical, and our profession. If you choose to not complete the form, you are not able to attend clinical and /or carry forth in the program didactic components per the program due to safety for patient safety, working with ionizing radiation, and energized radiology equipment.

### Disclaimer Clause

*Assessment* is an important component of our program’s overall evaluation and leads us to continual improvement. Program policies, requirements, and offerings are continually being assessed and improved. The contents of this booklet are in effect at the time of revision and are subject to change. Students will be notified of changes in policy and requirements and asked to sign off that they have read, understand, and acknowledge any future changes made to policies while in the program.

#### **Revisions:**

Rev. 4/06, 3/07, 4/08, 3/09, 4/10; nb 4/11,  
3/12, 3/13; dd  
4/14, 5/15, 8/16, 9/17, 8/18, 7/19, 9/20, 8/21, 8/22, 8/23; cd

## **“BELIEVE IN SUCCESS”**

As Program Director, one of my responsibilities is to oversee the effectiveness of the academic and clinical components of the program. As you journey through this process of education, remember this underlying value: **"Treat each patient as if he or she is someone for whom you love and care about; as if the patient is a member of your family, or how you would want to be treated."**

Given this underlying value, the program faculty and staff have developed and implemented the following **"Program Policy Manual."** The information contained in this manual and the **"Program Clinical Education Manual"** are designed to guide students to successfully complete training in the Radiologic Technology Program. This success is consistent with participation in and performance of all aspects of the duties and responsibilities of a radiographer with utmost attention to patient care and safety.

It is the belief of the faculty who developed these handbooks that the policies and procedures herein promote a high degree of professionalism compatible with [The American Registry of Radiologic Technologists \(ARRT\) Standards of Ethics](#). Showing honor of human dignity and respect for every individual in the clinical and campus setting, regardless of race, color, national origin, sex, sexual orientation, disability, gender identity, veteran status, age, or any other legally protected basis is essential to training. Students learn to practice the profession of Radiologic Technology by obtaining knowledge and applying skills until the highest level of competency is attained. Application of clinical skills is progressive throughout the program.

Through the collaborative efforts of the student, classroom faculty, staff technologists, clinical preceptors, college clinical instructors, staff, clinical coordinator, and program director learning takes place that is consistent with a high level of competency, respect, and professionalism. Our goal is to graduate radiographers who perform quality radiographic procedures with dignity and respect for themselves, their patients, and the health care community at large.

As you embark on your educational journey, never forget that ultimately your future job satisfaction will come from serving your patients. You will perform your duties to the degree of excellence you wish for procedures to be performed on your loved ones. The Radiologic Technology faculty wishes you success in the program. We are here to aid in your educational journey. We hope that you have a safe and rewarding experience!

Sincerely,

***Colleen Donahue***

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***PROGRAM FACULTY***

**Associate Vice President and Dean of Health Sciences and Institutional Effectiveness**

KIMBERLY B. McLAIN, PH.D., RN, LMHC, NCC

Office: WC-109/D317

Phone: 607-778-5024/607-778-5149

**Program Director, Chairperson, Program RSO, and Associate Professor**

COLLEEN DONAHUE, M.S., Ed., R.T. (R) (MR)

(ARRT) Office: D-217B Phone: 607-778-5070

**Department of Radiologic Technology Academic Faculty**

**Clinical Coordinator and Associate Professor**

KRISTEN YETTER, M.S., Ed., R.T. (R) (MR) (ARRT)

**Adjunct Instructor**

GULIROZA SADYKOVA, B.P.S., R.T. (R) (CT) (ARRT)

**Clinical Instructional Specialists**

RUSSELL DUNHAM, A.A.S., R.T. (R) (ARRT)-UHS/Wilson

MICHELLE NAYLOR, B.S., R.T. (R) (ARRT)-Our Lady of Lourdes

**Clinical Adjunct Instructor**

KATHERINE LAMOREAUX, A.A.S., R.T. (R) (ARRT)-UHS/ Vestal/BGH

**Support Staff**

HEATHER SUTLIFF, Administrative Assistant, Radiologic Technology/PTA/Health Sciences

**COMMUNICATION WITH THE COLLEGE**

Ongoing communication is necessary for a mutually beneficial relationship between the students, clinical facility and college. If there are any problems, please do not hesitate to call the college office (open 8:00 a.m. to 4:30 p.m.).

Colleen Donahue, M.S. Ed., R.T. (R) (MR) (ARRT) Department

Chairperson [donahuecm@sunybroome.edu](mailto:donahuecm@sunybroome.edu) (607) 778-5070

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## **ACCREDITATION**

### **JRCERT**

This program is a 21-month program accredited by the Joint Review Committee on Education in Radiologic Technology ([JRCERT](http://www.jrcert.org)). JRCERT is recognized by the U.S. Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA), as the national accreditation agency of educational programs in radiography. We received the maximum 8-year accreditation status awarded by JRCERT through 2023.

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Chicago, IL 60606-3182  
+1 (312) 704-5300  
Fax: +1 (312) 704-5304  
<http://www.jrcert.org/>  
[mail@jrcert.org](mailto:mail@jrcert.org)

Successful completion of the academic work and clinical experience prepares the student for admission to the American Registry of Radiologic Technologists Certification Examination and New York State Licensure.

**ARRT:** <https://www.arrt.org/Educators-Students>

**NYSDOH:** <https://www.health.ny.gov/professionals/doctors/radiological/>

### ***ETHICS REQUIREMENTS FOR RADIOGRAPHY CERTIFICATION/REGISTRATION AND NEW YORK LICENSURE***

Every candidate for certification/registration and New York licensure must “be a person of good moral character and must not have engaged in conduct that is inconsistent with the American Registry of Radiologic Technologists (ARRT) Rules of Ethics and New York State Department of Health (NYSDOH). They must “agree to comply with the ARRT Rules and Regulations, ARRT Standards of Ethics, NYSDOH; Article 35: Practice of Radiologic Technology, and NYSDOH; Part 89: Practice of Radiologic Technology.”

## SUNY Broome Community College

### Radiologic Technology Program

#### Resolution of Allegations of Non-Compliance with the JRCERT Standards

##### JRCERT Standards

A copy of the Standards for an Accredited Educational Program in Radiologic Sciences is available to all students, faculty, staff, affiliated personnel, advisory board member and other interested parties from the program director. Students are informed that the Standards are published on the web at [www.jrcert.org](http://www.jrcert.org). The Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive Suite 2850, Chicago, IL 60606-3182 accredits our educational program.

##### Procedure for filing a Complaint of Non-Compliance with Program Officials

1. Allegations of non-compliance or unfair practice must be in writing and may be submitted to any program official. If the allegation is initiated by a student, the student will be directed to the College's Grievance Procedure detailed in the SUNY Broome Community College Catalog & Student Handbook.
2. Program officials including the program director and full-time faculty will review all complaints. Other institutional offices may be consulted as needed. Where appropriate, policy and procedure deemed will be adjusted to resolve the issue.
3. In an effort to come to a resolution, program officials will meet with the party who filed the allegation to share findings and, if appropriate, actions.
4. A record of all complaints regarding allegations of non-compliance will be on file in the program director's office.

\*Any individual associated with the program has the right to submit allegations against a JRCERT accredited program if there is reason to believe that the program has acted contrary to JRCERT accreditation standards and/or JRCERT policies. Contacting the JRCERT must not be a step in the formal college or program grievance policy/procedure. The individual must first attempt to resolve the complaint directly with the college/program officials or believes that the concerns have not been properly addressed, the individual may submit allegations of noncompliance directly to the [JRCERT](http://www.jrcert.org).

##### \*\*NC-SARA

NC-SARA is a set of agreements between member states, districts, and territories that established comparable national standards for interstate distance education program offerings. As a participating member of NC-SARA, SUNY Broome adheres to NC-SARA regulations to protect the integrity of its distance education program and to ensure consumers are protected. Enrolled and prospective students are encouraged to contact their state licensure entity (if not practicing in New York) to review all licensure and certification requirements imposed by their state. Please read the **State Authorization Reciprocity Disclosure for Professional Licensure and Certification (pdf)**: <https://www2.sunybroome.edu/healthsciences/wp-content/uploads/sites/34/2021/02/Radiologic-Technology-AAS-Mandatory-Professional-Licensure-Disclosure.pdf> for details.

Revised 9/20, 8/22; cd

**SUNY Broome Community College**  
**Radiologic Technology AAS degree**  
**Department of Radiologic Technology**  
**Binghamton, New York**

**SUNY Broome's and the Radiologic Technology's Mission Statement and PLO's**

Links below for SUNY Broome Community College and the Radiologic Technology AAS degree

[SUNY Broome Community College Vision, Mission, Values, and Institutional Learning Outcomes](#)

[Radiologic Technology Program's Mission Statement, Goals, and Student Learning Outcomes](#)

***STUDENT HANDBOOK***

***Please review the Following 2023-2024 SUNY Broome Student Handbook:***

[www1.sunybroome.edu/wp-content/uploads/2023/07/student\\_handbook-2.pdf](http://www1.sunybroome.edu/wp-content/uploads/2023/07/student_handbook-2.pdf)

*The handbook encompasses the following:*

*Vision, Mission, and Values*

*Academic Information*

*Standards for Academic Progress*

*Academic Support*

*Broome Community College Foundation*

*Course Registration*

*Accessibility Resource Officer*

*Alumni Affairs*

*Athletics*

*Buses*

*Career, Transfer, And Bachelor Partnership Department*

*Cecil C. Tyrrel Library*

*Child Care*

*Closings*

*Counseling Services*

*Dean of Students*

*Dental Hygiene Clinic*

*Education Opportunity Program*

*Family Education Rights Privacy Act (FERPA)*

*Health Information*

*International Student Services*

*Learning Assistance Department*  
*Public Safety*  
*Scholarships*  
*Student Activities*  
*Student Health Services*  
*Student ID's*  
*Student Jobs*  
*SUNY Broome Campus Shop/Bookstore*  
*Veterans & Military Affairs*  
*Workforce Development & Continuing Education*

Revised: 8/21, 8/23; cd

## **NON-DISCRIMINATION COMMITMENT**

SUNY Broome Community College does not discriminate on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, sexual orientation, gender identity, transgender status, pregnancy, predisposing genetic characteristics, domestic violence victim status, military status or status as a disabled veteran or veteran of the Vietnam era in the recruitment of students; the recruitment and employment of faculty and staff; or the operation of any of its programs or activities. *In this context sexual discrimination includes sexual harassment and sexual violence. State and federal laws apply where relevant.*

The designated coordinator for compliance with Title VI and VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, and Section 402 of the Vietnam Era Veterans Readjustments Assistance Act of 1974, as amended, is the Affirmative Action/Equal Opportunity Officer. *Students/employees may obtain information on SUNY Broome's discrimination complaint procedure at [www.sunybroome.edu](http://www.sunybroome.edu) about Our Values and Vision, Policy & Procedures – 5.0 Procedures Related to Campus Administration – 5.18 Discrimination Complaint Procedure.*

The designated coordinator for compliance with Section 504 of the Rehabilitation Act of 1973, as amended, is the Director of Student Support Services.

For further information or questions, contact the appropriate office weekdays, during regular College hours.

## **ADMISSIONS INFORMATION FOR HEALTH SCIENCE DEGREE PROGRAM APPLICANTS**

[\(Admissions for Competitive Health Science Programs\)](#)

Applicants to the Radiologic Technology program must have specific academic background in math and sciences, either from high school or at the college level, to be considered for admission. The program participates in the competitive admissions process.

## **THE COMPETITIVE ADMISSIONS PROCESS**

The Competitive Admissions process compares the academic strength of applicants with respect to the academic preparation required for a specific Health Science program. An Admissions Committee assesses each applicant's academic performance in the math and science background required for the Health Science program to which they have applied. Offers of admission are made based on an applicant's academic strength (grades in prerequisite subjects and high school average or college GPA) compared to other applicants and the number of seats available in a particular program. Meeting the minimum math level and science course background does not guarantee admission.

## **ACADEMIC ADVISEMENT**

Upon admission to the program, all students are referred to the Program Director for academic and program advisement. Orientation day, students are given a copy of the Program Policy Manuals. Policies are reviewed with the Program Director and students complete/sign a form that documents their understanding of key policies and acknowledges their receipt of the policy manuals. All department faculty members have input into the policy manuals and are familiar with its contents.

**Academic advising assists students to understand degree requirements, college policies and procedures and how to best utilize college services and resources; however, the responsibility to meet course prerequisites and graduation requirements at the intended graduation date, both with respect to selecting courses and to completing them satisfactorily, rests with the student.** Students are responsible for keeping track of the status of their own financial aid eligibility and of the coursework that would be covered by that aid.

Please recognize that it may not be possible or feasible to provide a student with a schedule that simultaneously meets academic requirements, optimizes eligibility for financial aid or insurance, and meets at times favorable for work, family, and other responsibilities.

SUNY Broome's "[Career and Transfer Services](#)" collaborates with campus, industry and community partners to provide transformative career and transfer planning services for students and alumni in their pursuit to enter the workforce or to obtain an advanced degree. The Career, Transfer, and Bachelor Partnership Department increases transfer and career readiness, professional skill development, and ultimately employability of students and alumni. Services offer assistance in resume writing, networking, interviewing techniques, and all other job search related issues to all students. Additional services provided are Career Exploration and Planning, Transfer Planning, and Career Readiness & Professional Skill Development. During the Spring semester, the college sponsors a "Job Fair" to assist students in making contact with multiple potential employers. The "[Career and Transfer Services](#)" is located in the Applied Technology building, Room 101, M-F, 8:00-4:00pm. Email: [careercenter@sunybroome.edu](mailto:careercenter@sunybroome.edu), Phone: +1 (607) 778-5207, or [Schedule an Appointment](#).

## **Counseling Services**

[Counseling Services](#) is located in the Science Building, Room 102, Hours: 8:00 am-4:30 pm, Monday-Friday, +1 (607) 778-5210, or email: [counselingservices@sunybroome.edu](mailto:counselingservices@sunybroome.edu)

Students often experience social, personal, and family concerns while attending college. When such concerns or other barriers to academic success arise, students may turn to one of our professionally trained counselors for help in regaining perspective and purpose. Through individual, [confidential meetings](#), a Counselor can help you explore, understand, and deal with your unique personal issues and help you balance your personal, career, and educational goals. Counselors also assist students in maintaining personal safety and mental well-being while on campus as members of the [CARE Team](#).

We are committed to helping you resolve personal problems or concerns that interfere with academic achievement, and to helping you develop behaviors that enhance your decision making skills, increase self-confidence, and enable you to meet future challenges. We encourage you to meet with a counselor early in your first semester-during a scheduled appointment or during walk-in hours-to help set you off on the best path to success for your time here at SUNY Broome and beyond.

### [Services Offered through Counseling](#)

SUNY Broome Counseling Services cannot provide 24-hour emergency management, particularly to those using services at a distance. If you are ever experiencing an emergency, including a mental health crisis, you agree to make use of the following 24/7 resources:

- If on campus, call Public Safety at +1 (607) 778-5083 or 9-911 from a campus phone, 911 from a non-campus phone. If in the Binghamton area, call the Crisis Center at +1 (607) 762-2302.
- [National Crisis Hotline](#) 24/7: **988** text or call  
[The Steve Fund for Persons of Color in Crisis](#) 24/7: text STEVE to 741741
- [National Texting Hotline](#) 24/7: text CONNECT to 741741
- [The Trevor Project Lifeline](#) 24/7: 1-866-488-7386
- [Togetherall](#) 24/7 Peer support

Privacy and Confidentiality about student matters is maintained by department staff as well as college counseling staff in accordance with College policies.

## **GENERAL EDUCATION PROGRAM AT SUNY BROOME COMMUNITY COLLEGE**

### **General Education and the State University of New York**

SUNY Broome Community College's General Education Learning Goals and Competencies are consistent with those of the State University of New York. Achieving the College's General Education Learning Goals and developing its Competencies by completing, with a grade of C or better courses that foster them will assure optimal transfer to a college or university within the State University system.

#### **[SUNY General Education Requirements](#)**

\*Review the above site on How SUNY-GER Works. Our program/college requires students to earn 20 credits in General Education. Our Program General Education requirements are:

- BIO 131 & BIO 132; Anatomy & Physiology I & II
- ENG 110 & ENG 220; Written & Oral Communication
- PSY 110; Introduction to Psychology
- SOC 110 or Electives; Introduction to Sociology or Social Sciences

### **TRANSFER CREDIT\***

A transcript is an inventory of the courses taken and grades earned by a student while attending SUNY Broome. The [Enrollment Services - Registrar Office](#) provides official transcripts that are requested by the student, either online or in-person. Students can review and order their transcripts on their [MyCollege](#) account.

### **CREDIT BY EXAM\***

Students who wish to apply to earn credit by examination for any of the required courses in the curriculum may do so by applying to the department and supplying evidence in support of his/her request. College policy establishes procedure for evaluating requests for credit by exam as well as for administration of exams. Examples of situations where a student might apply for credit by exam are: 1) previous coursework which does not qualify for formal transfer credit, or 2) as a result of work experience or training which he/she feels covers similar material to the course being challenged.

### **CREDIT BY EVALUATION\***

The college provides a process by which students can apply for and receive credit by evaluation. The department chairman will be available to discuss with students the possibility of earning credit by evaluation, based on the student's background and evidence to support his/her request.

\*NOTE: Students who earn credit by exam, transfer, or evaluation will be allowed to enter the 200-level courses on a space available basis only.

### **ADDITION OF/WITHDRAWAL FROM COURSES**

Students may request to add courses, on a space available basis, as specified by college policy by contacting the department chair, filling out the appropriate form, and paying the fees required. Requests will be honored on a space available basis at the discretion of the department chairman. Students may withdraw from courses by official [Add/Drop](#) form. Refund and "W" eligibility will be determined by college policy. Students who are administratively withdrawn from courses by the registrar's office may petition the instructor to be readmitted to the course, but readmission to the course is at the instructor's discretion and requires the instructor's approval. **\*Please note that it is the student's responsibility to contact Financial Aid, Student Accounts, and the Registrar's offices to find out how changes to their schedule will impact their standing at the institution.**

## **SCHOLARSHIPS AND LOANS**

### **Scholarships, Grants, and Loans**

The SUNY Broome Financial Aid Office, located in the Student Services Building, is available to assist students in building a financial aid packet. Several area hospitals offer scholarships and/or incentive programs. Although each program is somewhat different, it may, for example, offer to pay educational expenses for those students who qualify. In return, the student agrees to accept a position, following graduation, with that institution and remain employed there for a designated period of time. In some cases, the institution offers part time employment to their scholarship students. See the individual hospital facilities for details.

### **SUNY Broome Scholarships**

## **GRADING POLICY**

The program adheres to the grading policy, as published in the college catalog. A copy of the equation for determining the students' grades in each course will be given to students during the first meeting of that course. It will include:

1. The number of quizzes/exams to be given
2. Additional criteria to be used to determine grades
3. Breakdown of the percentage of grade assigned to each exam/quiz/additional criteria

## **STANDARDS FOR ACADEMIC PROGRESS**

**Curriculum-specific courses completed more than 5 years prior to graduation must be repeated to satisfy graduation requirements; this includes general education courses.**

The Radiologic Technology Department adheres to the overall college policy on Standards for Academic Progress, as published in the college catalog. In addition, a minimum grade of "C" must be obtained in all prerequisite courses to gain admission to the RAD TECH program. To graduate, students must achieve a cumulative GPA of 2.0, "C" or higher in all RAD designated courses (based on the RAD TECH Program grading scale), a "C" or higher in all General Education courses (based on that course's grading scale) satisfactorily completed all clinical rotation requirements, and have completed the minimum number of total credit hours necessary to complete the appropriate degree. The decision to send a student to a clinical site will be made by the Department Chairperson and Clinical Coordinator in consultation with the student's instructors. Students are also subject to the consequences to academic progress as specifically outlined in program specific manuals.

\*If a student is removed from an affiliated clinical site and there is not an available affiliated clinical site to move that student to or an affiliated clinical site willing to take the student, that student will not be able to progress within the curriculum. The student will have to reapply for the Competitive Admissions the following year and if accepted back into the program and if there is an affiliated clinical site willing to take that student, then the student may progress, but must complete the program out within a year. The student would also have to test back into the program to prove retention of positioning, radiation protection, and image production & evaluation. Otherwise, the student is out of compliance with the program policy. The student would then have to begin the whole program again once approved through Competitive Process via Admissions department.



## **Dismissal/Readmittance for Health Science Degree Programs**

Students enrolled in Health Science degree programs must meet all academic and clinical progression policies and requirements in order to remain in good standing and progress in that program.

All Health Science students are subject to the campus Policies and Standards for Academic Progress, as well as those included in the Program Policy and Procedures and Clinical Manuals, specific to each program. Program policies and procedures and Clinical manuals may hold the student to a higher standard than outlined in the campus Policies and Standards for Academic Progress.

Students dismissed from one of the Health Science Division programs for academic reasons may apply for readmission and will be considered for re-entry under the competitive admissions process for the program and in concert with all that program's applicable program policies and procedures.

Students permanently dismissed from one Health Sciences program for other than academic reasons may be ineligible for re-admittance to that program and also may be ineligible for admission to other Health Sciences programs. If a student is dismissed from a program for other than academic reasons (e.g., serious behavioral/conduct violation that seriously violated program policies/procedures), the student must meet with the chair of the program to which they wish to apply in order to determine program eligibility in light of the conduct/behavioral violation.

Students dismissed from these programs under program policies lose the curriculum designator and will no longer be advised by the departmental faculty or chairperson. They are advised to see an academic advisor, if they wish to continue taking courses within another curriculum.

Students who have successfully completed one or more major courses in a health science program and interrupt their course of study due to extenuating circumstances (e.g., medical withdrawal) or other significant event and who interrupt their course of study with the knowledge and approval of the program chair may be readmitted directly into program courses with permission of the department chair if program policies and procedures permit.

Each Health Science program may have additional readmission policies and procedures. Students should check with the appropriate program chair to review these in light of the student's situation.

## **Health Science Division Prior Learning Assessment Policy**

At SUNY Broome Community College, matriculated students have the potential opportunity to gain credit for Prior Learning. Prior Learning is a means of assessing knowledge acquired outside of the traditional college and classroom environment.

It includes Prior Learning Assessment (PLA), Credit by Examination (CBE), and Portfolio Review (PORT).

While the Health Studies Division unanimously endorses the concept and prior learning, many of the accredited programs in the division due to patient safety concerns and accreditation requirements cannot utilize the (PLA) for awarding course credit.

### Prior Learning Assessment (PLA)

The following programs are unable to provide credit for PLA:

- Health Information Technology, A.A.S.
- Histological Technician Certificate
- Medical Assistant, A.A.S.
- Medical Administrative Skills Certificate
- Medical Transcription Certificate
- Nursing, A.A.S.
- Physical Therapist Assistant, A.A.S.
- Radiologic Technology, A.A.S.
- Newly adopted competitive programs not listed herein

The following programs recognize prior learning; however, all PLA is organized through articulation agreements with area programs:

- Clinical Laboratory Technology, A.A.S
- Dental Hygiene, A.A.S.

The following programs permit PLA through the established campus PLA process:

- Health Studies, A.A.S., A.S.

### Credit by Examination (CBE)

The CBE option is governed by specific program policies and procedures. Health Sciences competitively admitted programs may opt to engage in CBE based upon the determination of the chair and as long as engaging in CBE does not violate any state or accreditation requirements.

### Portfolio Review (PORT)

The following programs are unable to provide credit for PORT:

- Clinical Laboratory Technology, A.A.S
- Dental Hygiene, A.A.S.
- Health Information Technology, A.A.S.
- Histological Technician Certificate
- Medical Assistant, A.A.S.
- Medical Administrative Skills Certificate
- Medical Transcription Certificate
- Nursing, A.A.S.
- Phlebotomy Certificate
- Physical Therapist Assistant, A.A.S.
- Radiologic Technology, A.A.S.
- Newly adopted competitive programs not listed herein

### Health Studies, A.A.S.

PLA, CBE and PORT may be credit options for the Health Studies, A.A.S. Decisions on this will be made at the discretion of the Health Studies Chair.

## **Health Science Division Fresh Start Policy**

A [Fresh Start](#) is intended to give a student who exited the College while not in good academic standing and who stopped out for two or more consecutive years the opportunity to begin college again.

The “fresh start” policy permits only prior credits from courses in which the student earned a grade of “C” or better to be applied towards the student’s degree. Credits from courses in which the student earned a “C-” or “D” are not applied toward the degree. The “fresh start” policy also permits the exclusion of grades earned prior to re-admittance from calculation in the cumulative GPA.

Due to the nature and needs of competitive programs in the Health Sciences Division, the “fresh start” policy may not be considered in admission decisions for the following programs:

- Clinical Laboratory Technology, A.A.S
- Dental Hygiene, A.A.S.
- Health Information Technology, A.A.S.
- Histological Technician Certificate
- Medical Assistant, A.A.S.
- Medical Administrative Skills Certificate
- Medical Transcription Certificate
- Nursing, A.A.S.
- Phlebotomy Certificate
- Physical Therapist Assistant, A.A.S.
- Radiologic Technology, A.A.S.
- Newly adopted competitive programs not listed herein

In addition, a student may not return to any of the above programs and request a “fresh start.” Re-admittance to any of the above programs, considerations of grade point calculations, and considerations of past coursework to meet program requirements shall be in accordance with the policies and procedures of those programs and not under the “fresh start” policy.

### “Fresh Start” and Health Studies, A.A.S. /A.S.

Students who have been dismissed or failed out of competitively admitted Health Sciences Division programs may not automatically be eligible for admission to the Health Studies, A.A.S. /A.S.

Students who transfer from a Health Sciences competitive program into the Health Studies, A.A.S. /A.S. will be allowed to do so with the approval of the Health Studies Chair. Considerations of a “fresh start” in the Health Studies, A.A.S. /A.S. must be first approved by the Health Studies Chair and then by the Dean responsible for the Health Sciences Division.

## **Health Science Division Medical Withdrawal from a Health Science Division Program Policy**

### Background

Health Science Division students may experience situations in which they need to seek a medical withdrawal from a Health Sciences Division program. The following policy outlines the parameters in which medical withdrawals may be requested.

### Policy

Health Sciences Division students are required to follow the policies and procedures for medical withdrawal as outlined in the student handbook for their program.

Medical withdrawal is intended for students whose medical condition renders the student unable to complete coursework or meet specific program requirements and which meets the criteria outlined below of "unforeseen," "serious and extenuating," and "outside of the student's control." Depending upon the program, a medical withdrawal may permit the student to return to a Health Sciences program once the medical condition is addressed and resolved to the extent that the condition no longer adversely impacts the student's ability to perform academically or meet program requirements.

Students experiencing academic difficulties due to reasons that are not extenuating, unforeseen, or which are within student's control are generally not considered appropriate for medical withdrawal. These situations may be appropriate for utilizing the campus' withdrawal process; however, a student's position in a Health Sciences Division program may not be ensured if the student withdraws him or herself from a program of study. In addition, the medical withdrawal process is not meant to supplant the disability accommodations process administered through the Accessibility Resource Office.

Medical withdrawals from any program in the division, regardless of what point it may occur during the academic year and/or semester must meet the following criteria in order to be considered.

Medical Withdrawal requests can only be approved when justified by **unforeseen, serious and extenuating** circumstances **outside the student's control**.

#### ***"Unforeseen":***

*Any life circumstance that could not have been reasonably expected to occur during the semester in question would be considered unforeseen. Incidences of health related issues that could not have been planned might fall in this category. However, matters related to chronic medical conditions may not always be classified as unforeseen.*

*Health related issues that have presented in time for students to seek reasonable accommodations may not be considered as unforeseen and hence not approved for medical withdrawal.*

#### ***"Serious and Extenuating":***

*Anything severe enough to warrant a medical withdrawal should normally be so severe as to be a complete hindrance to completing the semester at all (e.g., serious personal injury or illness or accident). Likewise, this means that whatever is severe enough to justify a withdrawal in any class should normally prevent students from continuing their studies at all and should normally affect all of a student's classes. Under some circumstances, withdrawal from specific courses only may be warranted, particularly when students are unable to participate in clinical experiences that involve patient contact but may be permitted to attend classroom activities. Medical provider (i.e., appropriately licensed professional such as a medical doctor, nurse practitioner, physician assistant, or licensed mental health provider) documentation must demonstrate the seriousness of the health issues and justify withdrawal from some or all courses.*

**"Outside the Student's Control":**

*Serious illness and other health related issues are not normally chosen by the student. Elective procedures and situations in which the student has an alternative option should be evaluated carefully for their effect on coursework and educational plans.*

*Students should always seek options to adjust their educational plans accordingly prior to these types of situations. Normal withdrawal procedures should be followed if at all possible. If students can make changes to their schedule, course modality, or other variables; they should pursue those options as soon as possible to prevent academic consequences. Medical withdrawals should not to be used a solution to academic struggles which the student might have reasonably avoided through exercising advance planning to address through other means.*

**Process & Documentation**

Student pursuing a medical withdrawal should follow the process outlined. Students will be required to submit appropriate documentation in order for a medical withdrawal to be considered. Incomplete documentation may result in denial of a request. All documentation should be completed and submitted within two weeks of initial request for a medical withdrawal.

1. Students with a documented and verified medical or psychological condition that directly prevents the student from completing classes may be considered by the Divisional Dean for a medical withdrawal. ***The medical withdrawal process is not intended to remedy poor academic performance that is attributable to non-medical reasons.*** Students seeking a medical withdrawal should initially seek advice from their Department Chair. Students must follow standard withdrawal procedures by completing an Add/Drop form during the withdrawal period designed by the Registrar. If a medical condition precludes this, the student may give the chair formal permission in writing for the chair to complete the Add/Drop form on the student's behalf. The Department Chair and student should complete an Add/Drop Form with appropriate courses listed and signatures. It should be noted on the form that this is related to a medical withdrawal. This form can be submitted to the Registrar immediately if the student wishes to withdraw regardless of whether a medical withdrawal is granted. If the student seeks a medical withdrawal after the last withdrawal date of the semester, the Add/Drop form will be completed and submitted with the medical documentation. Students may then apply for a Medical Withdrawal as soon as possible, but no later than 30 days after the end of the course(s) in which the medical issue occurred. Please note that if a student does not seek a medical withdrawal, they may forfeit their position in their Health Sciences program.
2. The Department Chair will submit a "Health Sciences Staff Associate Referral" in Starfish. Comments should be made indicating that the student may be considered for a medical withdrawal with the Staff Associate and that the student is currently in good academic standing in all courses for their program. This referral will alert the student and the Staff Associate of the situation.
3. The student must take the initiative to schedule an appointment with the Staff Associate. The Staff Associate will reach out to the student if an appointment is not made within one week of the referral being sent. The Staff Associate will make comments on the referral in Starfish that will be sent directly to the referring Chair regarding the outcome of appointment scheduling and/or withdrawals. Please note that approval of a medical withdrawal can only be granted after the Divisional Dean reviews all documentation and signs off on the medical withdrawal request. The role of the Staff Associate and Chair is merely to facilitate the process, not grant the medical withdrawal.

4. Medical withdrawals typically apply only to the student with the documented medical issue. A student who must directly care for a family member must follow the standard withdrawal procedure, except in exceptional circumstances as approved by the Dean. In either of these situations, the Dean will collaborate with the program to determine if reserving a space for the student in the program upon resolution of the extenuating circumstance is appropriate. If this is deemed the case, notification will be sent to the Admissions Office that the student is eligible for return and a spot reserved for the student pending the student successfully completing the readmissions process.
5. During the initial appointment with the Staff Associate, the following items will be addressed with the student and documented in Starfish:
  - a) Students should be aware that withdrawals can negatively impact the Satisfactory Academic Progress Requirement for financial aid.
  - b) Medical withdrawal has no effect on the student's refund eligibility or financial obligations to the College. (See [SUNY Broome Refund regulations](#)).
  - c) In most cases, granting of a Medical Withdrawal for a semester does not impact academic dismissal status or financial aid eligibility. Credits attempted will still be documented on the student's transcript and will not be considered earned hours for academic standing consideration.
  - d) A medical withdrawal requires that the student submit original documentation signed by a licensed medical or clinical professional on official letterhead or medical provider's (i.e., appropriately licensed professional such as a medical doctor, nurse practitioner, physician assistant, or licensed mental health provider) prescription with contact information that states the student was unable to complete the semester. The documentation is kept in a confidential file (see documentation checklist).
  - e) Students who withdraw for medical reasons must satisfy any outstanding financial or other obligations with the College. If the student has any questions concerning financial obligations in light of medical withdrawal, the student should contact the [Bursar's Office](#). The student should also contact the Financial Aid Office to determine how a medical withdrawal will impact their eligibility for aid. Students who withdraw from all classes must reapply for admission through the Admissions Office to return to the college as a matriculated student. While the Dean and program may determine that the student's situation merited reserving a spot for the student in a program so that the student could return to the program after resolution of the medical issue, the student is still obligated to reapply for admission through the Admissions Office. If the student fails to adhere to this, the student may risk losing their spot in *the* program.
  - f) Withdrawal from all courses requires completion of the Official Withdrawal Form with the Academic Advising Office.
6. Students should complete the Medical Withdrawal Form and submit appropriate documentation from their medical provider (i.e., appropriately licensed professional such as a medical doctor, nurse practitioner, physician assistant, or licensed mental health provider). All criteria listed below must be met in order for a medical withdrawal to be granted. Documentation must be submitted within two weeks of original request/appointment with the Staff Associate in order to be considered for medical withdrawal.

- Student name;
  - What diagnosis or medical condition prevented course completion (e.g. Surgery, severe injury, medical depression, specified illness);
  - Date of first visit/treatment during the semester of requested withdrawal;
  - Period of treatment during the semester the withdrawal is requested. Dates for ongoing treatment should be listed or projected;
  - If not a complete withdrawal of all courses, identify how circumstances prevented completion of specific identified course(s). Justification for continued participation in other courses should be given;
  - Recommendation for withdrawal for medical reasons;
  - Original document with signature and license number of healthcare professional on official letterhead or medical provider's (i.e., appropriately licensed professional such as a medical doctor, nurse practitioner, physician assistant, or licensed mental health provider) prescription with contact information, mailed or delivered, to the Divisional Dean's office; and,
  - If the student fails to submit all required documentation, the medical withdrawal may not be approved.
7. If the Dean approves a medical withdrawal, a letter grade of "W" will be recorded for all medically withdrawn courses taken during said semester. The status of "Medical Withdrawal" or "Partial Medical Withdrawal" will be listed for that semester on the student's official transcript. The Dean will also inform the Registrar that a registration hold is to be placed on the student's account.
8. Students who plan to return after a medical withdrawal will be required by the Divisional Dean to submit documentation that they are cleared to return to school, including classes, clinical, labs, and/or internships. In programs where physical exams are required, students may also be required by the Divisional Dean to obtain an updated physical before returning to the College. Student's returning to competitively enrolled programs must reapply to the program through the Admissions Office. If the Dean approves the student's request to return, the Dean will inform the Registrar to remove the registration hold on the student's account that was placed due to the student's medical withdrawal. If the student's account reflects any other registration holds, the student will need to resolve those with the appropriate campus office.

Students wishing to return to school or reenter a program should submit the letters in support of return from their medical provider (i.e., appropriately licensed professional such as a medical doctor, nurse practitioner, physician assistant, or licensed mental health provider) with the following points:

- Student name;
- Date medical condition was resolved;
- Clearance to return to class, clinical experiences, labs, etc.;
- Explanation of any continued concerns or limitations; and,
- Original document with signature and license number of healthcare professional on official letterhead or medical provider's (i.e., appropriately licensed professional such as a medical doctor, nurse practitioner, physician assistant, or licensed mental health provider) prescription with contact information, mailed or delivered, to the Divisional Dean's office.

Submission of documentation for a medical withdrawal or return to school after a medical withdrawal

does not guarantee approval. Cases will be evaluated individually. Medical withdrawal decisions and return to school recommendations will be noted in Starfish.

Voted on and Adopted by the Division:

April 23, 2018

Amy E. Blandt  
ny E

Approved on Behalf of the Division:

Amyg;(dt,Ph.D.  
AVP/Dean, Health  
Sciences & Distance  
Learning

Date

Related Campus Policies:

- See college catalogue:  
<https://catalog.sunybroome.edu/index.php?catid=20>
- Medical Withdraw



**Health Science Division**  
**Permanent Dismissal from a Health Science Division Program Policy**

Background

Health Science Division programs have policies and procedures governing standards related to appropriate professional behaviors and appropriate academic standards for students in their respective programs. Situations arise, however, where students may be dismissed permanently from a Health Science Division program due to significant failure to meet behavioral expectations.

Based upon the nature of the behavioral violation, the student may be ineligible to enroll in any other Health Sciences Division program.

Students dismissed at any point during or at the close of a semester from a Health Sciences Division program for significant violations of behaviors that are expected in that program may be ineligible to enter any other Health Sciences competitive programs or to enroll in the Health Sciences, A.A.S., A.S. degree or remain dual enrolled in that health sciences degree with another program.

Significant behavioral violations are those that reflect significant failure to adhere to the expected standards of behavior as outlined within a program's handbook and/or course syllabus, or other program document. Examples of these kinds of behaviors include but are not limited to, threat of physical harm to others, theft of property from a clinical site, falsification of health records that render a student eligible to participate in clinical education, actions that significantly endanger the welfare/safety of a patient, etc.

Significant behavioral violations may render the student subject to campus policies [processes (e.g., conduct violation processes) in addition to those in the program and may or may not result in the student being ineligible to enroll in other programs at the campus outside of the Health Sciences Division.

Procedure

If a student engages in a significant behavioral violation, the chair will follow all appropriate policies and procedures as outlined in the program handbook and appropriate campus policies (e.g., student conduct policy, etc.), as will the Health Sciences Dean.

If, after appropriate review and following all appropriate policies and procedures, it is determined by the program chair that the student has significantly violated program behavioral expectations to the extent that would render the student dismissed permanently from the program, the chair will inform the Health Sciences Dean. The Dean and the chair will notify Admissions and the Dean of Students that the student is ineligible to return to that program. If the student then wishes to enter the Health Studies A.A.S., A.S. or a different competitive Health Sciences Division program, the student will need to meet with the appropriate chair to determine if the student is eligible to enter that degree program in light of his or her behavioral infraction. If the student is found unsuitable for the Health Studies, A.A.S, A.S. or other Health Sciences Division competitive program, the student may be referred for academic advising and consideration of an academic program outside the division. The Chair will contact Admissions and inform Admissions that the student is ineligible for the program after meeting with the student.

**Voted on and Adopted by the Division:**

- **Approved on Behalf of the Division: Related Campus Policies:**
  
- **4.7.5: Admissions Procedure for Persons Previously Convicted of Criminal Offenses and for Persons Presently on Parole or Probation**
  
- **3.8: Change of Program**  
**01/27/2018**  
**Amy B a dt, Ph.D.**

**AVP/Dean, Health Sciences & Distance Learning**

**Date 1-27-2018**

## ***HEALTH SCIENCES DIVISION***

### **ADMISSIONS AND PROGRESSION PROCEDURES**

#### **Admissions**

Competitive Admissions Procedures (see “Admissions Information for Health Science Degree Program Applicants” in the college catalog).

#### **Admission for Competitive Health Sciences Programs**

#### **Clinical Progression**

1. Students must satisfactorily complete each scheduled, successive clinical course, in order to progress in the program.

#### **Dismissal**

1. All students attending SUNY Broome Community College are subject to the “Policy of Standards for Academic Progress” as defined in the college catalog.
2. Each Health Science program policy manual includes information on additional criteria used by the program for dismissing students from that program. Program policy procedures are supported by the college. Students dismissed from a program are advised to see an academic advisor, if they wish to continue taking courses within another curriculum. Dismissed students lose the curriculum designator and will no longer be advised by the department faculty or chair.

#### **Readmission to the Program**

1. Students dismissed from a Health Science program may apply for readmission and will be considered eligible for the competitive admissions process. Students dismissed more than once may not reapply to the same program.
2. Students who have successfully completed one or more major courses in a health science program and interrupt their course of study may be readmitted directly into program courses, bypassing the Competitive Admissions process, with permission of the Department Chairperson. Students who interrupt their course of study before completing courses within the major must reapply through competitive admissions.
3. Each Health Science program policy manual includes information on additional criteria used by the program for readmission of students to that program. This may include maximum time frames of eligibility for readmission or degree completion.

Adopted 4/03/06

Edited 3/19/07, 04/08/13, 9/22/17, 8/2022,8/2023; cd

## **COLLEGE ATTENDANCE POLICY**

Students in all degree programs are expected to attend all sessions (classes, labs, and clinical). A student who has been absent should make contact personally with the course instructor or professor, who sets the standard for excusing absences for any particular course. It is still the responsibility of the student to take the initiative to determine what content or assignments were covered during the absence and to make up any work missed. Be aware, program specific attendance requirements noted within the program manual must be adhered to.

Students are advised to schedule medical, dental and other appointments outside of class and clinical hours. Students with dependent children are advised to have contingency arrangements in place in case of child illness or other unforeseen circumstances.

Attendance in all departmental courses will be taken daily. Students are expected to attend **all** classes and are responsible for all assigned work. If a student is absent, it is his/her responsibility to contact the instructor to initiate any allowable make-up work. See the [college catalog](#) for special circumstances related to attendance, i.e., religious holidays and military service. Convocation Day is often scheduled during the time period when students are assigned to clinical experience.

In cases where medical or other issues result in a period of absence from classes, the student should contact each instructor individually to discuss whether and how the course objectives could be met. This includes exploring whether the student might wish to request an incomplete grade contract to allow the extra time to complete the objectives. Incomplete grade contracts require the instructor's approval, but contracts are written at the instructor's discretion, and no instructor is obligated to offer that option. The student should recognize that, for some courses, it may not be possible or reasonable for the course outcomes to be accomplished if enough class, lab, or clinical time is missed. In that case, the student could then provide documentation to the Dean and request a medical withdrawal from one or more classes, or withdraw from courses under the standard college policy for course withdrawal.

## **PROFESSIONAL CONDUCT**

The faculty of the Radiologic Technology Department complies with the college non-discrimination commitment, their professional codes of ethics, NYS Education Law, rules of the Board of Regents, Commissioner's Regulations, the Guide for Professional Conduct, ARRT Standards of Ethics and Code of Ethics, and ASRT Professional Code of Conduct. Every student/graduate is expected to demonstrate a commitment to meet performance expectations of this program and the profession they are working to enter. Performance expectations include: demonstration of sensitivity to individual and cultural difference in all aspects of the profession, conduct that reflects a commitment to meet or exceed the expectations of members of society receiving health care services, and conduct that reflects a commitment to meet or exceed the expectation of members of the profession.

Each entering candidate must be capable of exercising good judgment, developing empathetic and therapeutic relationships with patients and others, and tolerate contact with a broad and very diverse population of colleagues and patients. This will include people of all ages, genders, races, socioeconomic and ethnic backgrounds, as well as individuals with weight disorders, physical disfigurement and medical or mental health problems. Each candidate must also demonstrate the ability to foster cooperative and collegial relationships with classmates, instructors, other health care providers, patients and their families.

Each candidate, student or graduate must respect and appreciate the value and dignity of every person and his or her right to an atmosphere not only free of harassment, hostility, and violence but supportive of

individual academic, personal, social, and professions growth. They must adhere to practice standards, and perform legally, ethically, and safely with knowledge of codes of ethics, standards for ethical conduct and in accordance with state laws and regulations. They must demonstrate behavior, conduct, actions, attitudes, and values that influence and promote excellence in patient care. They must demonstrate conduct that reflects respect and courtesy in all interactions. They must demonstrate truth in documentation and billing practices and participate in peer evaluations and self-evaluations. This represents the minimum acceptable standard of behavior for students and graduates of these curricula. The faculty believes that our patients and those treated by our colleagues have the right to considerate and respectful care. Throughout your education you will be expected to demonstrate your investment in these standards by the manner in which you interact with your colleagues, faculty members, and patients.

### **CELL PHONE POLICY**

Cell phones are not to be turned on or on your person during class, labs, clinical time (except to sign in/out for Trajecsys) or during meetings with any instructors/staff. Students are not allowed to take pictures during classes/labs/clinical. In the event of an exceptional circumstance such as a very sick family member, the student will inform the instructor that a call may be received during class, labs or clinical time. If the instructor agrees, the cell phone will be placed on “silent mode”, and the student will quickly and quietly leave the room to take the phone call. In cases of emergency, students may be contacted through the SUNY Broome security office. In cases of emergency during the clinic, the student is responsible to provide their contact person with the clinical site number to reach them for *emergency situations only*. All cell phones must be completely turned off during examinations, allowing students to concentrate without distractions. The instructor has the right to ask that all cell phones be placed on the instructors’ desk, table, and/or a designated area during examinations and or meetings. **Program Director, Clinical Coordinator, and/or faculty have the right to ask that cell phones (or any recording devices) be turned off and left in a designated area during conversations of issues with student/s.**

Penalties may be incurred for violations of the “Cell Phone Policy”. **Due to the seriousness of this offense, penalties will include:**

<b>First Offense:</b>	Written Warning
<b>Second Offense:</b>	Students clinical grade lowered one whole grade
<b>Third Offense:</b>	Will lead to dismissal from the program

These penalties are accumulated over the 21-month Radiologic Technology Program.

### **CHEMICAL IMPAIRMENT POLICY**

The Health Sciences Faculty defines the chemically impaired student as a person who, while in the academic or clinical setting, is under the influence of, or has abused, either separately or in combination: alcohol, over-the-counter medications, illegal drugs, prescribed medications, inhalants, or synthetic designer drugs. Abuse of the substances includes episodic misuse or chronic use that has produced psychological and/or physical symptoms, for example: odor of alcohol; unsteady or staggering gait, rapid or slurred speech; dilated or pinpoint pupils; blood-shot eyes; fine motor tremors, difficulty in calculation; inability to follow directions; impairment of ability to function appropriately in the classroom, lab, or clinical site, and nausea, vomiting and sweating. Students who are found to be chemically impaired will be removed from the classroom, lab, and/or from clinical placement.

## **DISCIPLINARY POLICY**

In order to maintain the integrity of the program and the profession, and to ensure the best care possible for future patients of program graduates, the department has the responsibility to take disciplinary action against the behavior of students that could jeopardize that integrity. The student pursuing an occupation in healthcare must demonstrate a high regard for honesty, accuracy, dependability, and respect for others.

The program supports and abides by the college [Student Code of Conduct](#). Article 9 contains a list of behaviors that can result in disciplinary action from the Vice President for Student & Economic Development. Supplementary to the procedures in the SUNY Broome catalog and student handbook, the following departmental guidelines have been established and will be followed to ensure that students in these programs maintain this kind of performance. Students may be immediately dismissed from the Radiologic Technology Program for the following reasons:

1. Attendance in class, labs, or clinical under the influence of drugs, including reported positive drug and alcohol tests.
2. Possession, use and/or distribution of weapons or illegal drugs; threatening to use firearms, illegal knives.
3. Theft, abuse, misuse, or destruction of the property of any patient, visitor, student, campus faculty, hospital employee or affiliate hospital.
4. Any violation of patient, student, faculty, or clinical employee confidentiality. Removal of patient, student or official medical records without proper authorization.
5. Immoral, indecent, illegal or unethical conduct.
6. Misuse or falsification of patient, student, or official medical records and/or clinical records.
7. Utilizing any kind of electronic device to take images at clinic, on exams, assignments, answer keys, or any confidential paperwork without proper authorization.
8. Physical assault of faculty, staff, patients, visitors, students or clinical employees.
9. Disruption of instruction at college or clinical rotation site.
10. Insubordination.
11. Inability to maintain the required academic standards of the program.
12. Repeated unexcused absences from classes/ clinical rotation.
13. Cheating/plagiarism

The program supports and abides by the Health Sciences' Division and SUNY Broome's "Academic Honesty Policy" and "Classroom Conduct".

## SUNY Broome Community College

### Academic Honesty Policy

#### Purpose

The purpose of this policy is to a. clearly define to all students the College standards regarding cheating, plagiarism, and other dishonest conduct and to protect the academic integrity of the institution and, b. ensure that grades earned by a student reflect the skills, knowledge and abilities acquired by the student.

#### Terms

*Bribery* – Offering or receiving any service or article with the purpose or effect of receiving a grade or other academic benefit that was not earned on the merits of the academic work.

*Cheating* – Obtaining or giving unfair advantage over another, or receiving or giving unauthorized help before, during, or after an examination, quiz, or other graded assignment. Examples include:

- a. Unauthorized collaboration of any sort during an examination
- b. Reading of an exam before it has been given
- c. Unauthorized use of notes, books, tapes, computers, or other aids during an examination
- d. Allowing another person to take an examination in one's place
- e. Looking at someone else's examination during the examination period
- f. Allowing another person to use one's own examination during the examination period
- g. Passing examination information to students who have not yet taken the exam

*Facilitating Academic Dishonesty* – Intentionally or knowingly helping or attempting to help another violate any provision of this Policy. Examples include but are not limited to:

- a. Allowing another student to view and/or copy answers during an examination
- b. Providing to other students one's own work or that of others with the reasonable expectation that these will be used for the purpose of cheating or plagiarism
- c. Maintaining a file of exams or papers with the reasonable expectation that these will be used for the purpose of cheating or plagiarism
- d. Theft of other students' notes, papers, homework, or textbooks for academic gain
- e. Placing another person's work on the internet without his or her permission for academic gain

*Fabrication and Misrepresentation* – Misrepresenting or fabricating material, including misleading citation of sources as well as falsified or fabricated data or results from experiments or other analyses; misrepresenting facts related to academic performance, including the justification of absences, late assignments, and other activities.

*Forgery* – Imitating another person's signature on academic documents (for example, an academic advising form or one's own paper that is signed with respect to the time of submission) or other official documents that have an effect on academic credit (for example, a medical form submitted in support of taking a make-up exam) or the altering of any writing, symbol, or object on a document,



work of art, or project with the intent to defraud or deceive another.

*Multiple Submissions* – Submitting substantial portions of the same work for credit more than once, unless there is prior explicit consent of the instructor(s) to whom the material is being or has been submitted.

*Plagiarism* – Presenting the work of another person as one’s own work (including papers, words, ideas, information, computer code, data, evidence, method, organizing principles, music, art, or style of presentation of someone else taken from the internet, books, periodicals, or other sources). Plagiarism includes, but is not limited to:

- a. Quoting, paraphrasing, or summarizing of even a few phrases without acknowledgement of the source or failing to acknowledge the source of an idea
- b. Relying on another person’s data, evidence, or method without credit or permission
- c. Submitting another person’s work as one’s own work
- d. Failure to acknowledge the original source

*Sabotage* – Deliberately impairing, destroying, damaging, or stealing another’s work or working material. Examples include, but are not limited to:

- a. Destroying, stealing, or damaging another’s lab experiment, computer program, paper, exam, or project
- b. Defacing, damaging, hoarding, displacing or unauthorized removal of library resources with the effect that others cannot use them or others have undue difficulty using them
- c. Interfering with the operation of a computer system so it has an adverse effect on the academic performance of others
- d. Altering materials on which others may rely to correctly complete their work

*Unauthorized Collaboration* – Collaborating on projects, papers, computer programs, or other academic assignments when prohibited by the instructor <sup>a</sup>.

## **Policy**

It is the policy of SUNY Broome Community College to educate students about academic honesty standards, encourage adherence to the standards, and enforce the practice of acting with the highest standards of honesty and personal integrity in all aspects of their academic career.

## **Student Responsibilities**

Students share the responsibility for maintaining academic honesty. Students are expected to:

- a. Refrain from acts of academic dishonesty
- b. Refuse to aid or abet any form of academic dishonesty
- c. Notify instructors and/or appropriate administrators about observed incidents of academic dishonesty
- d. Encourage other students to adhere to the standards of academic honesty

## **Faculty Responsibilities**

Faculty members have the responsibility to support academic honesty in their classrooms. Faculty members are expected to:

- a. Explain the meaning of academic honesty to their students and refer them to the campus policy
- b. Conduct their classes in a way that makes academic dishonesty difficult
- c. Address students suspected of academic dishonesty and take appropriate disciplinary action in a timely manner

### **Procedure**

An instructor has the prerogative of failing a student who has violated the Academic Honesty Policy on an exam, paper, project, report, or other assignment for that exercise only.

An instructor has the prerogative of failing a student in the course when the student has violated the Academic Honesty Policy a second time. A grade of “F” assigned to a student for academic dishonesty is final and shall be placed on the transcript. If the student withdraws from the course, a “W” will not replace an “F” assigned for academic dishonesty. Academic disciplinary actions taken by the instructor based on alleged cheating may be appealed as specified in the College’s [Academic Grievance Procedure](#).

If the disciplinary actions described in steps 1 and 2 are inappropriate, the instructor, with his/her department chairperson’s approval, can recommend an alternative action to the Dean and the VPAA.

An instructor who fails a student on an assignment or in a course must file a report of the action with the following:

- a. The instructor’s chairperson
- b. The instructor’s dean
- c. The student’s chairperson
- d. The student’s dean
- e. The Vice President for Academic Affairs

In addition, the instructor must notify the student in writing immediately after taking such action and shall provide the student with a copy of the action report.

When an allegation of a violation of the Academic Honesty Policy leads to the failure of a course and has been upheld, the Vice President for Academic Affairs may administratively suspend or dismiss the student from the College.

The student and instructor’s deans and Vice President for Academic Affairs shall maintain records of Academic Honesty Policy violations. The Vice President for Academic Affairs shall place a permanent notation in the file of any student who has been dismissed from the College for a violation of the Academic Honesty Policy.

An instructor shall be prepared to defend the disciplinary action in the event the student feels he/she has been falsely accused of violating the Academic Honesty Policy and appeals the instructor's action by means of the Student [Academic Grievance Procedure](#).

Nothing in this policy shall prohibit a department or division from applying stricter standards for academic honesty as outlined in their respective policy manuals and approved by the division dean.

Any disciplinary action taken against a student for an alleged violation of this Academic Honesty Policy may be appealed by the student under the College's [Academic Grievance Procedure](#).

## References

- <sup>α</sup> Binghamton University, *2008-2009 University Bulletin*, "Student Academic Honesty Code", <http://bulletin.binghamton.edu/program>.
- <sup>β</sup> Broome Community College, *BCC Policy and Procedure Manual*, "Student Cheating, Reference No. 3.14", [http://web.sunybroome.edu/facultystaff/pmthree.html#Section\\_3.14](http://web.sunybroome.edu/facultystaff/pmthree.html#Section_3.14).
- <sup>ε</sup> Golden West College, *Academic Honesty Policy*, "Faculty Responsibilities", <http://gwc.info/admissions/honesty.html>.
- <sup>ε</sup> Golden West College, *Academic Honesty Policy*, "Student Responsibilities", <http://gwc.info.admissions/honesty.html>.
- <sup>δ</sup> Seneca College, *Academic Honesty*, [http://www.senecac.on.ca/academic-honesty/0809\\_09\\_honesty.html](http://www.senecac.on.ca/academic-honesty/0809_09_honesty.html).
- <sup>μ</sup> University of Georgia, *General Academic Regulations and Information*, "Academic Honesty", <http://bulletin.uga.edu/bulletin/ind/acadhonesty.html>.
- <sup>γ</sup> University of New Haven, *Academic Integrity Policy and Procedures, Effective 8/27/07*, "Facilitating Academic Dishonesty", p. 6, [http://www.newhaven.edu/unhl/marketing/pdfs/academic\\_integrity\\_policy.pdf](http://www.newhaven.edu/unhl/marketing/pdfs/academic_integrity_policy.pdf).

April 7, 2009

Academic dishonesty (such as cheating and plagiarism) or classroom behavior considered detrimental to the teaching-learning process will be addressed by the College's academic offices. Supplemental to the procedures in the SUNY Broome catalog and student handbook, the following departmental guidelines have been established and will be followed to ensure that students in the Radiologic Technology program maintain performance, as well as, all students will abide by the College Student Code of Conduct.

### **PROGRAM DISCIPLINARY POLICY**

In order to maintain the integrity of the program and the profession and ensure the best care possible for future patients of program graduates, the department has the responsibility to take disciplinary action against the behavior of students that could jeopardize that integrity. The student pursuing an occupation in health care must demonstrate a high regard for honesty, accuracy, dependability, and respect for others.

## DISCIPLINARY ACTION

The following infractions generally trigger **Progressive Disciplinary Action**. In cases of blatant disregard for or serious breach of regulations, the initial steps of the Progressive Disciplinary Action may be omitted:

1. Violation of safety rules and regulations or failure to use safety equipment.
2. Engaging in disorderly conduct.
3. Inconsiderate treatment of faculty, staff, patients, visitors, students or clinical employees.
4. Tardiness.
5. Inappropriate dress or appearance based upon program regulations.
6. Leaving the clinical area and/or patient without proper authorization.
7. Sleeping during class, lab or clinical rotation.
8. Unauthorized soliciting, vending or distribution of written or printed material.
9. Acceptance of gratuities from patients.
10. Unauthorized use of equipment.
11. Failure to be ready for clinical assignment at the starting time.
12. Unexcused absence.
13. Altering a student's time record/location or another student's time record/location for that student.
14. Misuse of clinical time.
15. Smoking in restricted areas.
16. Unauthorized posting, removing, or tampering with bulletin board notices.
17. Failure to follow Direct, Indirect and/or Direct Remedial Supervision, Repeat Log, HIPAA Policies, Program policies and/or Clinical policies.
18. Threatening, intimidating, or coercing other faculty, staff, patients, visitors, students or clinical employees.
19. Consistently using a cellphone during class, lab, or clinical time, and/or taking unauthorized cell phone images/recordings (including recording or allowing others to hear meetings with faculty).
20. Taking unauthorized x-ray exposures.

**Progressive Disciplinary Action** The progressive method of discipline will be followed in all cases except those in which the infraction is severe.

1. **First offense:** The student will receive a (written) verbal warning to be issued within 3 days of the incident or of its report. A (written) notation of the verbal warning will be made and placed in the student's file for reference. First offense (written) notations will be removed from the file upon graduation if no second infraction occurs.
2. **Second offense:** The student will be issued a written warning to be issued within 3 days of the offense or of its report. A copy of the warning is to be signed by the student and placed in his/her permanent file. The student's signature on the written warning is intended to be acknowledgment that such a warning was received and does not constitute agreement on the part of the student. If the student is in disagreement with the written warning, he/she may contest it with the department chairperson. This should be in written form and completed within one week of the written warning.
3. **On third or any subsequent offense (the same or another infraction),** the person citing the infraction may recommend to the department chairperson that a student be dismissed from the program. If deemed appropriate, the department chairperson may also initiate this procedure. The student will be given written notice of this recommendation. Action then proceeds as outlined below:

## **Disciplinary Action for Severe or Repeated Offenses**

If a student's action merits dismissal, timely written notification will be given to the student. Within five school days of notification, the student may file a request for review, either by the department chairperson or by a review committee to be composed of three departmental or clinical affiliate faculty, appointed by the department chairperson. A meeting will be called within reasonable time, and the student may present his/her case for review. On recommendation from the department chair or the review committee (whichever is applicable), the student will be issued a reprimand, removed from clinical pending appeal, dismissed from clinical, or dismissed from the program. Permanent records will be kept in the department office of all proceedings.

Placement in clinical settings is a privilege arranged by mutual agreement with clinical affiliates; therefore, the college cannot ensure that a student removed from a clinical site for severe or multiple offenses will be allowed to complete any clinical experience. Should the student disagree with the action taken, he/she may appeal via the college non-academic due process procedure.

## **STUDENT GRIEVANCES**

The college and the department urge students to seek resolution of problems, complaints, and concerns about staff, another student, and/or the regulations or procedures of the college.

If the difficulty involves the department or faculty, students are urged, but are not required, to contact a faculty member or the department chairman to report/resolve the issue. If a student wishes to file a formal grievance, he/she may contact the Office of Student Affairs for help and guidance through the formal grievance procedure, as outlined in the college policy manual. Information about the academic grievance process may be found online at [Academic Grievance Procedure](#) in the Student Handbook, or from an academic Dean/AVP.

## **ACADEMIC APPEALS**

A student may request academic due process in cases where the student perceives an inequity concerning his/her academic standing, where his/her academic rights may have been violated, or where the academic regulations of the college may have been inappropriately interpreted or applied. Information about the academic appeals process may be found in the SUNY Broome Student Handbook, online: [Academic Grievance Procedure](#), or from an academic Dean/AVP.

Student: \_\_\_\_\_

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

**A (Written) Verbal or Written Disciplinary Action: (Circle One)**

This document serves as a written warning under the Disciplinary Action procedure as listed in the Policy Manual.

**Reason for Written Warning:**

**Grounds for Immediate Dismissal**

- Attendance in class or clinicals under the influence of drugs, including reported positive drug or alcohol tests.
- Possession, use and/or distribution of weapons or illegal drugs; threatening to use firearms, illegal knives Theft, abuse, misuse, or destruction of the property of any faculty, staff, patients, visitors, students or clinical employees.
- Any violation of patient, student, or clinical employee confidentiality. Removal of patient, student or official medical records without proper authorization.
- Immoral, indecent, illegal or unethical conduct.
- Misuse or falsification of patient, student, or official medical records and/or clinical records. Physical assault of faculty, students, staff, or patients.
- Disruption of instruction at college or clinical rotation site.
- Insubordination.
- Inability to maintain the required academic standards of the program. Repeated unexcused absences from classes/ rotation.
- Cheating
- Taking unauthorized x-ray exposure/s.
- Other \_\_\_\_\_

**Grounds for Progressive Disciplinary Action**

- Violation of safety rules and regulations or failure to use safety equipment.
- Engaging in disorderly conduct.
- Inconsiderate treatment of faculty, staff, patients, visitors, students or clinical employees.
- Tardiness.
- Inappropriate dress or appearance based upon program regulations. Leaving the clinical area without proper authorization.
- Sleeping during class/ clinical rotation.
- Unauthorized soliciting, vending or distribution of written or printed material. Acceptance of gratuities from patients.
- Unauthorized use of equipment.
- Failure to be ready for clinical assignment at the starting time.
- Unexcused absence.
- Altering a time card or punching another's time card. Misuse of clinical time.
- Smoking in restricted areas.
- Unauthorized posting, removing, or tampering with bulletin board notices.
- Unauthorized soliciting, vending, or distribution of written or printed material.
- Threatening, intimidating, coercing other students, faculty, patients, visitors, or clinical personnel. Consistently using cell phone during class, lab, or clinical time and/or taking unauthorized cell phone images/recordings.
- Other \_\_\_\_\_



**Faculty/Staff Description of Problem/Incident:**

**Improvement Objectives:**

- 1.

**Failure to meet the behavioral improvement objectives may result in dismissal from the program.**

**Student Comments:**

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

**Date** \_\_\_\_\_

**Faculty/Clinical Instructor/**

**Date** \_\_\_\_\_

**Or Coordinator Signature**

**Date** \_\_\_\_\_

**Department Chairperson Signature**

**cc: Student Student's File**



## **RESOLUTION OF COMPLAINT POLICY**

If a student, graduate, employer, clinical affiliate or community member contacts the institution with a concern or complaint, it will be addressed in a timely fashion.

1. If the complaint is made to the institution, it will be addressed by the Dean who will attempt to resolve the issue quickly to the satisfaction of all parties and/or if appropriate forward the complaint to the proper authority.
2. If the complaint is made directly to the department faculty and/or department chairperson, the department chairperson will address and attempt to resolve the issue quickly and to the satisfaction of all parties. Department and college policy and procedures will be followed in resolving each complaint on an individual basis.
3. The Staff Associate for Dean of Applied Sciences, Dean of Applied Sciences or Vice President for Academic Affairs will be contacted as is appropriate and necessary.
4. Documentation of the nature of the complaint, date, and disposition of the complaint will be filed in the department.

The Radiologic Technology Program is accredited by:  
Joint Review Committee on Education in Radiologic  
Technology 20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
+1 (312) 704-5300  
Email: [mail@jrcert.org](mailto:mail@jrcert.org)

Any individual associated with the program has the right to submit allegations against a JRCERT accredited program if there is reason to believe that the program has acted contrary to JRCERT accreditation standards and/or JRCERT policies. Contacting the JRCERT must not be a step in the formal college or program grievance policy/procedure. The individual must first attempt to resolve the complaint directly with the college/program officials or believes that the concerns have not been properly addressed, the individual may submit allegations of noncompliance directly to the JRCERT ([www.jrcert.org](http://www.jrcert.org)).

## ***CONFIDENTIALITY POLICY***

Data and information generated through contact between patients and health care providers or medical information obtained about other students during student laboratory exercises is privileged and confidential. This requirement applies irrespective of the form in which confidential materials are maintained or stored and therefore applies equally to information stored in hard copy form or electronically stored.

Access to confidential materials is only permissible when the person seeking access needs the information to carry out their specific work assignment. Such records, materials, files, minutes, and other confidential information may not be removed from site, duplicated, transmitted, discussed, or otherwise disclosed to parties outside of the site without proper authorization in accordance with site policies or specific requirements of law.

Any student who has improper access to, alters, removes, or inappropriately discloses confidential information, whether intentionally or unintentionally, is subject to appropriate disciplinary action, including possible academic dismissal and criminal prosecution. Prior to placement at a clinical site, students must document their understanding of the principles of confidentiality by the successful completion of confidentiality training and by the signing of a confidentiality agreement.

\* Radiologic Technology students read, discuss, and fill this form out on his/her initial program advisement day. This policy is also reviewed during orientation day, in the RAD 100; Introduction to Clinical Education course, and throughout many discussions during the entire program.

**SUNY BROOME COMMUNITY COLLEGE  
HEALTH SCIENCE DIVISION**

**ACCESS AND CONFIDENTIALITY  
AGREEMENT**

As a student with privileges at health care facilities, you may have access to what this agreement refers to as “confidential information.” The purpose of this agreement is to help you understand your duty regarding confidential information.

Confidential information includes patient/member information, employee/volunteer/student information, financial information, other information relating to health care facilities, and information proprietary to other companies or persons. You may learn of or have access to some or all of this confidential information through a computer system or through your employment activities.

Confidential information is valuable and sensitive and is protected by law and by strict health care facility policies. The intent of these laws and policies is to assure that confidential information will remain confidential—that is, that it will be used only as necessary to accomplish the organization’s mission. As a student, you are required to conduct yourself in strict conformance to applicable laws and health care facility policies governing confidential information. Your principal obligations in this area are explained below. You are required to read and to abide by these duties. The violation of any of these duties will subject you to discipline, which might include, but is not limited to, clinical failure and to legal liability.

As a student, you understand that you will have access to confidential information that may include, but is not limited to, information relating to:

- Patients/members (such as records, conversations, admittance information, patient/member financial information, etc.),
- Employees/volunteers/students (such salaries, employment records, disciplinary actions, etc.),
- Health care facility information (such as financial and statistical records, strategic plans, internal reports, memos, contracts, peer review information, communications, proprietary computer programs, source code, proprietary technology, etc.) and
- Third-party information (such as computer programs, client and vendor proprietary information, source code, proprietary technology, etc.).

Accordingly, as a condition of and in consideration of your access to confidential information, you promise that:

1. You will use confidential information only as needed to perform your legitimate duties as a student affiliated with a healthcare facility. This means, among other things, that:
  - A. You will only access confidential information for which you have a need to know; and

- B. You will not in any way divulge, copy, release, sell, loan, review, alter, or destroy any confidential information except as properly authorized within the scope of your professional activities affiliated with each health care facility; and
  - C. You will not misuse confidential information or carelessly care for confidential information.
2. You will safeguard and will not disclose your access code or any other authorization you have that allows you to access confidential information.
  3. You accept responsibility for all activities undertaken using your access code and other authorization.
    - A. You will report activities by any individual or entity that you suspect may compromise the confidentiality of confidential information. Reports made in good faith about suspect activities will be held in confidence to the extent permitted by law, including the name of the individual reporting the activities.
    - B. You understand that your obligations under this Agreement will continue after termination of your clinical rotation. You understand that your privileges hereunder are subject to periodic review, revision, and if appropriate, renewal.
    - C. You understand that you have no right or ownership interest in any confidential information referred to in this Agreement. The healthcare facility may at any time revoke your access code, other authorization, or access to confidential information. At all times during your clinical you will safeguard and retain the confidentiality of all confidential information.
    - D. You will be responsible for your misuse or wrongful disclosure of confidential information and for your failure to safeguard your access code or other authorization access to confidential information. You understand that your failure to comply with this Agreement may also result in failure of a clinical rotation.

\_\_\_\_\_  
Printed Name

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

\_\_\_\_\_  
Date



**SUNY BROOME COMMUNITY COLLEGE**

**HEALTH SCIENCE DIVISION**

**RELEASE OF HEALTH INFORMATION**

I hereby authorize SUNY Broome Community College to furnish to the clinical affiliates Individually Identifiable Health Information as defined to mean any health information as it relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and (a) identifies the individual, or (b) with respect to which there is a reasonable basis to believe the information can be used to identify the individual.

I understand that the clinical affiliate shall not use or disclose any Protected Health Information unless they obtain another authorization or such disclosure or use is required by law.

I further understand that I may see and copy the information disclosed on this form if I ask for it and that I receive a copy of this form after I sign it.

This authorization shall become effected immediately and shall remain in effect as long as I am a student at SUNY Broome Community College.

---

Print Name

\_\_\_\_\_  
Signature

Date

Witness \_\_\_\_\_ Date \_\_\_\_\_

CRIMINAL BACKGROUND INFORMATION

In order to be eligible to enter the clinical setting, the student must not have been involved in a criminal proceeding or have been convicted of a crime. A charge or conviction of, a plea of guilty to, or a plea of nolo contendere (no contest) to an offense that is classified as a misdemeanor or felony constitutes a conviction for ARRT purposes. This includes situations in which the result is deferred or withheld adjudication, or suspended or withheld sentence. Military court-martials must also be reported.

Students in the Radiologic Technology program are considered guests in the clinical setting. The clinical site has the ability and authority to remove a student at their discretion.

My signature signifies that I am aware of and understand this policy that I am a guest in the clinical area and that I have not been involved in any criminal proceedings.

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

\_\_\_\_\_  
Date

*Should a student state that he/she has a criminal background, a criminal background check must be provided for the clinical site. Also reviews pre-application review of Eligibility for Certification.*

**SUNY BROOME X-RAY PROGRAM**

**2023-2025**

SUNY BROOME COMMUNITY COLLEGE  
Binghamton, New York  
Health Science  
Department

**STUDENT HEALTH FORM**

Please read and answer all questions in Part I, Personal Medical History, before going to your physician or nurse practitioner.

It is the student's responsibility to insure that all items in Part I, II and III are completed even if immunizations are on file elsewhere (i.e., Health Office, Student Services, etc.).

The New York State Department of Health Regulations Section 405.3(b) (10) mandates physical examinations and annual reassessments for all persons who have patient contact. Students in Health Science curricula are required to complete hospital cooperative programs and/or patient-related experiences as part of their education. These students must therefore have a physical examination and submit a completed health form to the Department Chairperson by the designated due date to be eligible to attend clinical practicums. Failure to fulfill this requirement may result in dismissal from the program.

Students will also be required to show they have been immunized with the current seasonal influenza vaccination. This is a requirement of all clinical sites affiliated with the Radiologic Technology Program.

Please submit all required completed documents to Secretary; Heather Sutliff, but not without first saving a copy of all your documents for your own records. If you have any questions, please contact:

Colleen Donahue, M.S. Ed., R.T. (R)  
(MR) Program Director/Chairperson,  
Department of Radiologic Technology  
SUNY Broome Community College  
PO Box 1017  
Binghamton, New York 13902  
(607) 778-5070

**SUNY BROOME X-RAY PROGRAM**

**2023-2025**

**PART I: MEDICAL HISTORY (To be completed by student)**

1. NAME \_\_\_\_\_  
 \_\_\_\_\_ LAST \_\_\_\_\_ FIRST \_\_\_\_\_  
 \_\_\_\_\_ MIDDLE \_\_\_\_\_

2. Program of Study \_\_\_\_\_

3. Date of Birth \_\_\_\_\_ 4. Male \_\_\_\_\_  
 Female \_\_\_\_\_ Month/day/year \_\_\_\_\_

5. Home Address \_\_\_\_\_  
 \_\_\_\_\_ Number \_\_\_\_\_ Street \_\_\_\_\_ City or Town \_\_\_\_\_ Zip Code \_\_\_\_\_

6. Person to be notified in an emergency  
 Name \_\_\_\_\_ Relationship \_\_\_\_\_  
 Telephone number \_\_\_\_\_

**HAVE YOU EVER HAD OR DO YOU NOW HAVE THE FOLLOWING:**

CHECK EACH ITEM	Y E S	N O	CHECK EACH ITEM	Y E S	N O
7. Allergies, food, drugs, others			29. Hernia or rupture		
8. Anemia or other blood disease			30. High or low blood pressure		
9. Arthritis, joint disease			31. Infectious mononucleosis		
10. Asthma, Hay fever			32. Kidney trouble		
11. Bone, joint or other deformity			33. Measles (rubeola)		
12. Cancer			34. Mumps		
13. Chicken Pox			35. Operations/surgery		
14. Chronic diarrhea			36. Pilonidal sinus or cyst		
15. Concussion or unconsciousness			37. Poliomyelitis		
16. Coronary heart disease, angina			38. Rheumatic fever		
17. Diabetes			39. Scarlet fever		
18. Difficulty-coordination/locomotion			40. Sinusitis		
19. Diphtheria			41. Thyroid trouble or goiter		
20. Eczema, other skin disease			42. Tuberculosis		
21. Emotional problems			43. Close contact in the past two years with anyone having tuberculosis		
22. Eye trouble			44. Tumor, benign or malignant		
23. Fainting, convulsions, migraines			45. Ulcer, stomach or duodenal		
24. Frequent colds, sore throat			46. Do you have any physical activity restrictions?		
25. German measles (rubella)			47. Painful or irregular menstruation?		
26. Heart trouble			48. Does it interfere with class participation or attendance?		
27. Hearing difficulty or ear trouble					
28. Hepatitis					

If yes to any of the preceding items (7-48), give details. Please number answers.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**SUNY BROOME X-RAY PROGRAM**

**2023-2025**

**PART II: Physical Examination (To be filled in by Examining Physician or Nurse Practitioner )**

1. Name \_\_\_\_\_ 2. Date of examination \_\_\_\_\_  
 3. Height \_\_\_\_\_ 4. Weight \_\_\_\_\_ 5. Gender \_\_\_\_\_  
 6. Blood Pressure \_\_\_\_\_

<b>Clinical Evaluation</b> Check each item in the appropriate column. Enter "NE" if not evaluated	<b>Normal</b>	<b>Abnormal</b>	<b>Comments:</b> (Describe any abnormalities in detail. Enter corresponding item # before each comment)
8. Head/Neck			
9. Eyes, Ears, Nose/Throat			
10. Skin			
11. Lungs			
12. Heart			
13. Breasts			
14. Abdomen			
15. Rectum			
16. Genitourinary			
17. Extremities			
18. Neurological			
19. Musculoskeletal			
20. Endocrine			

7. Vision: OD \_\_\_\_\_ OS \_\_\_\_\_ With glasses if worn: OD \_\_\_\_\_ OS \_\_\_\_\_

Colorblindness screen: Normal

Abnormal \_\_\_\_\_

21. Is the patient currently under treatment for emotional/mental illness?  
**Yes**\_\_\_\_\_ **No**\_\_\_\_\_ If yes, please explain.
22. Is the patient currently under treatment for any physical condition?  
**Yes**\_\_\_\_\_ **No**\_\_\_\_\_ If yes, are there any restrictions on physical activity?
23. Is the student on any medication or drugs?  
**Yes**\_\_\_\_\_ **No**\_\_\_\_\_ If yes, please explain.
24. Do you have any other comments or recommendations?  
**Yes**\_\_\_\_\_ **No**\_\_\_\_\_ If yes, please explain.
25. To the best of your knowledge, is there any reason this student cannot participate in clinicals involving patient contact?  
**Yes**\_\_\_\_\_ **No**\_\_\_\_\_ If yes, please explain.

**SUNY BROOME X-RAY PROGRAM**

**2023-2025**

**PART III: Student Immunization Record**

**Entry of results on this form for review by the physician/nurse practitioner/facility signing below is preferred. All immunization records attached to this form must be on official stationery from physician/nurse practitioner/facility.**

- Tuberculin Skin Test (TST) (Required annually) All students will need at least one current TST; some students will require two. Students with a positive documented TST and those for whom TSTs are contraindicated should get a chest x-ray and/or further evaluation. (See attached guidelines)**

<p><b>Two-Step TST for those with previous undocumented positive TST or previous BCG vaccination or with no previous TST results:</b></p> <p>1st Date Administered: _____                  Date Read: _____                  Result: Induration _____                  mm Signature: _____</p> <p>2nd test at least 7 days later                  2nd Date Administered: _____                  Date Read: _____                  Result: Induration _____                  mm Signature: _____</p>	<p><b>For those with a documented negative TST within the past 12 months</b></p> <p>Current Date Administered: _____                  Date Read: _____                  Result: Induration _____                  mm Signature: _____</p> <p>Date of Previous Test (&lt;12 months): _____                  Date Read: _____                  Result: Induration _____                  mm Verification Signature: _____</p>	<p><b>For those with 2 documented previous negative TSTs in their lifetime</b></p> <p>Current Date Administered: _____                  Date Read: _____                  Result: Induration _____                  mm Signature: _____</p> <p>Date of Previous Test: _____                  Date Read: _____                  Result: Induration _____ mm                  Verification Signature: _____</p> <p>Date of Previous Test: _____                  Date Read: _____                  Result: Induration _____                  mm Verification Signature: _____</p>
---	---	---

**Chest X-ray if indicated: Date \_\_\_\_\_ Result \_\_\_\_\_**

- Rubella Date of immunization \_\_\_\_\_ or Rubella Titer \_\_\_\_\_  
 All students **must** show documented proof of immunity to Rubella (German Measles) Date/ Result
- MMR \_\_\_\_\_ OR Measles Titer \_\_\_\_\_ Date/ Result  
 Mumps Titer \_\_\_\_\_ Date/ Result
- All students born on or **after January 1, 1957** must show documentation proof of immunity to measles and mumps.
- Chicken Pox (Varicella)  
 Did you have chicken pox as a child: Yes \_\_\_\_\_ No \_\_\_\_\_ **OR**  
 Date received vaccine (must provide proof) \_\_\_\_\_ **OR**  
 Decline the varicella (chicken pox) vaccine: Signature \_\_\_\_\_
- Hepatitis B (**Strongly recommended**) If Hepatitis B immunization is declined, an appropriate declination statement must be signed and furnished to the Department prior to clinical assignment.  
 Date of immunization \_\_\_\_\_
- Allergy to Latex Yes No (If yes, attach doctor's release to participate in the clinical experiences).
- Diphtheria/Tetanus (within last 10 years) Date of Immunization \_\_\_\_\_

I confirm that on this date, I found this individual to be free from any health impairment that would be of potential risk to patients or which might interfere with the performance of his/her duties. To the best of my knowledge and based on the findings of a complete physical examination and medical history, on the date noted below, I found no evidence of any habituation or addiction to depressants, stimulants, narcotics, alcohol, or other drugs or substances which might alter the individual's behavior.

**Name of Physician/Nurse Practitioner** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Telephone Number** \_\_\_\_\_ **License/Certification #** \_\_\_\_\_

## SUNY BROOME X-RAY PROGRAM

2023-2025

### Two-Step Testing

In some people who are infected with *M. tuberculosis*, delayed-type hypersensitivity to tuberculin may wane over the years. When these people are skin tested many years after infection, they may have a negative reaction. However, this skin test may stimulate (boost) their ability to react to tuberculin, causing a positive reaction to subsequent tests. This boosted reaction may be misinterpreted as a new infection. The booster phenomenon may occur at any age; its frequency increases with age and is highest among older persons. Boosted reactions may occur in persons infected with nontuberculous mycobacteria or in persons who have had a prior BCG vaccination.

Two-step testing is used to reduce the likelihood that a boosted reaction will be misinterpreted as a recent infection. If the reaction to the first test is classified as negative, a second test should be done 1 to 3 weeks later. A positive reaction to the second test probably represents a boosted reaction (past infection or prior BCG vaccination). On the basis of this second test result, the person should be classified as previously infected and cared for accordingly. This would not be considered a skin test conversion. If the second test result is also negative, the person should be classified as uninfected. In these persons, a positive reaction to any subsequent test is likely to represent new infection with *M. tuberculosis* (skin test conversion). Two-step testing should be used for the **initial** skin testing of adults who will be retested periodically, such as health care workers. Because of cross-reactions with other mycobacteria, the specificity of the tuberculin test is less when serial skin testing is performed than when a single test is administered. Thus, serial skin-testing programs tend to overestimate the incidence of new TB infection in the tested population. Because of this potential for overestimation of new infections, serial skin-testing programs should be targeted to populations at high risk for continued exposure to infectious persons.

Last Reviewed: 07/29/2015

Content Source: [Division of Tuberculosis Elimination](#)

[National Center for HIV/AIDS, Viral Hepatitis, STD, and TB Prevention](#)

#### BOX 1. Indications for two-step tuberculin skin tests (TSTs)

Situation	Recommended testing
No previous TST result	Two-step baseline TSTs
Previous negative TST result (documented or not) >12 months before new employment	Two-step baseline TSTs
Previous documented negative TST result ≤12 months before new employment	Single TST needed for baseline testing; this test will be the second-step
≥2 previous documented negative TSTs but most recent TST >12 months before new employment	Single TST; two-step testing is not necessary
Previous documented positive TST result	No TST
Previous undocumented positive TST result*	Two-step baseline TST(s)
Previous BCG <sup>†</sup> vaccination	Two-step baseline TST(s)
Programs that use serial BAMT, <sup>§</sup> including QFT <sup>¶</sup> (or the previous version QFT)	See Supplement, Use of QFT-G** for Diagnosing <i>M. tuberculosis</i> Infections in Health-Care Workers (HCWs)

\* For newly hired health-care workers and other persons who will be tested on a routine basis (e.g., residents or staff of correctional or long-term-care facilities), a previous TST is not a contraindication to a subsequent TST, unless the test was associated with severe ulceration or anaphylactic shock, which are substantially rare adverse events. If the previous positive TST result is not documented, administer two-step TSTs or offer BAMT. SOURCES: Aventis Pasteur. Tuberculin purified protein derivative (Mantoux) Tubersol<sup>®</sup> diagnostic antigen. Toronto, Ontario, Canada: Aventis Pasteur; 2001. Parkdale Pharmaceuticals. APLISOL (Tuberculin purified protein derivative, diluted [stabilized solution]). Diagnostic antigen for intradermal injection only. Rochester, MI: Parkdale Pharmaceuticals; 2002. Froeschle JE, Ruben FL, Bloh AM. Immediate hypersensitivity reactions after use of tuberculin skin testing. Clin Infect Dis 2002;34:E12-3.

<sup>†</sup> Bacille Calmette-Guérin.

<sup>§</sup> Blood assay for *Mycobacterium tuberculosis*.

<sup>¶</sup> QuantiFERON<sup>®</sup>-TB test.

\*\* QuantiFERON<sup>®</sup>-TB Gold test.

**SUNY BROOME X-RAY PROGRAM**

**2023-2025**

SUNY BROOME COMMUNITY COLLEGE

**ANNUAL PHYSICAL REASSESSMENT**

Radiologic Technology Department

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

HEIGHT \_\_\_\_\_ WEIGHT: \_\_\_\_\_ BP: \_\_\_\_\_

Primary MD: \_\_\_\_\_

Allergies: \_\_\_\_\_

Hospitalizations, Surgeries, Illnesses (since original physical assessment) \_\_\_\_\_

Current Medications: \_\_\_\_\_

MMR 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Titer date/results \_\_\_\_\_

Mantoux (**REQUIRED ANNUALLY**)

**Date Administered** \_\_\_\_\_ **Date Read** \_\_\_\_\_

**Result: Induration** \_\_\_\_\_ **mm** \_\_\_\_\_

**Signature** \_\_\_\_\_

Not applicable if have had BCG vaccine

Chest x-ray (known reactors) Date \_\_\_\_\_ Result \_\_\_\_\_  
 and those vaccinated with BCG

Please note any abnormalities of the following systems by checking the appropriate column and describe completely under comments.

	YES	NO	COMMENTS
1. Head/Neck			
2. Eyes/Ears/Nose/Throat			
3. Skin			
4. Lungs			
5. Heart			
6. Breasts			
7. Abdomen			
8. Rectum			
9. Genitourinary			
10. Extremities			
11. Neurological			
12. Musculoskeletal			
13. Metabolic/Endocrine			

Discussions and Recommendations: \_\_\_\_\_

\_\_\_\_\_  
 Physician/Nurse Practitioner/Physician's Assistant

\_\_\_\_\_  
 Date

**annual physical form – 2<sup>nd</sup> yr**

**SUNY Broome Community College  
Radiologic Technology Department**

**TRAJECSYS INSTRUCTIONS**

**Trajecsys:** An Online Clinical Recordkeeping System. Easily manage and track individual student clinical progress through the program. Instructions and payment will be discussed during RAD 100; Introduction to Clinical Education Course. Students pay directly via specific dates given per program during RAD 100 (students will be provided dates in which to “register” in Trajecsys and in which to pay by prior to clinical entry).

**SUNY Broome Community College  
Radiologic Technology Department**

**CPR Policy**

All students are required to be Cardio-Pulmonary Resuscitation (CPR), Basic Life Support, certified:

- a. Initial and if necessary recertification are the student’s responsibility. Evidence of current certification must be submitted by November 1st of each year. Certification must be maintained throughout each academic year. Two-year certification is acceptable and recommended.
- b. Failure to maintain CPR certification will result in clinical absences until certification is obtained. Repeated absences will result in clinical failure.

## **Hepatitis B Vaccination**

The SUNY Broome Community College Radiologic Technology Program Faculty strongly recommends that each student entering the program be immunized against Hepatitis B with the Hepatitis B vaccine. This is for the protection of the student's health as well as the patients that they will encounter. Please discuss the vaccine with your physician. The Department requires that the student complete the student Hepatitis B Immunization Documentation Form indicating his/her personal choice regarding whether or not to have the vaccine.

This vaccination is to be obtained at the student's expense. The vaccines are available at the Broome County Health Department Immunization clinic. The cost is determined on a sliding-fee scale. For additional information please contact:

Broome County Health Department Immunization Clinic  
225 Front Street  
Binghamton, NY 13905  
(607) 778-2839 or (607) 778-2857

## **Hepatitis B Immunization Declination Statement**

**This MUST be signed and furnished to the Department and submitted to the program prior to clinical assignment if Hepatitis B immunization is declined. See form next page:**

SUNY Broome Community College  
Binghamton, New York

STUDENT INFORMATION AND DECLINATION FORM  
Re Blood-borne Pathogen Diseases and Hepatitis B Vaccine

\_\_\_\_\_ DEPARTMENT NAME \_\_\_\_\_

I, \_\_\_\_\_ (print name), **acknowledge** that I have had the opportunity to be informed of the risks related to potential exposure of blood-borne pathogens in the clinical setting, and furthermore have been encouraged to obtain the Hepatitis B vaccine series at this time if I have not already done such, **AND**

**Upon being informed of this information, I assert that:**

1. **I will seek out** a health care provider to initiate the Hepatitis B vaccine series by \_\_\_\_\_ (specific date).

**OR**

2. I have already received (or are in the process of receiving) Hepatitis B vaccination series on \_\_\_\_\_ (date) from \_\_\_\_\_ (name of health care provider).

**OR**

3. I, \_\_\_\_\_ (print name here **if** statement applies), **DECLINE** to become vaccinated against Hepatitis B at this time.

**Signature of Student** \_\_\_\_\_

**Date** \_\_\_\_\_

**SUNY Broome Employee Witness** \_\_\_\_\_

**Date** \_\_\_\_\_



## CERTIFICATE OF IMMUNIZATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of Birth: Mo. \_\_\_\_ Day \_\_\_\_ Year \_\_\_\_\_ Student ID # B00

All students born on or after January 1, 1957 and registering for **6 or more credits** and attending New York State colleges/universities EXCEPT for students registered for courses EXCLUSIVELY online (blended and hyflex classes count towards on campus credits) are required to show proof of immunity against Measles, Mumps, and Rubella (MMR) prior to attending the first day of classes. You also need to show proof of Meningitis Vaccine within the last 5 years or sign a waiver form.

- Proof of immunity to Measles means that the student must have had TWO doses of LIVE Measles vaccine on or after one's first birthday and at least 28 days apart OR serological evidence of immunity.
- Proof of Rubella immunity means that the student must provide proof of having one dose of Rubella vaccine on or after one's first birthday OR serological evidence of immunity.
- Proof of Mumps immunity means one dose of Mumps vaccine on or after one's first birthday OR serological evidence of immunity.

This form can be submitted by:

**Fax:** 1-607-778-5530 **Email:** [healthservices@sunybroome.edu](mailto:healthservices@sunybroome.edu) **In Person:** SUNY Broome, Science Building, Room 102

**Mail:** Student Health Services, SUNY Broome, PO Box 1017, Binghamton, NY 13902

Proof of immunity to Measles, Mumps and Rubella must be received prior to the first day of classes. Failure to comply with this New York Public Health Law could result in deregistration and/or holds placed on your account. Students are responsible for any fine incurred by the college for non-compliance. If you have any questions or need additional information, please visit [sunybroome.edu/immunization](http://sunybroome.edu/immunization), call us at +1 607-778-5181, or email us at [healthservices@sunybroome.edu](mailto:healthservices@sunybroome.edu).

**IMMUNIZATION RECORD** Must be submitted by all students born on or after Jan. 1 1957

	IMMUNIZATION	DATE VACCINE GIVEN (mm/day/yr)		SEROLOGY (If Titer was done)	IMMUNE (YES or NO)	TITER LEVELS
	<b>MANDATORY Note:</b> All doses must be given on or after first birthday	MMR (combined 2 doses)	1	2		
USE TABLE BELOW IF VACCINES WERE GIVEN SEPARATELY						
Measles (2 doses) and			2.			(History of disease not acceptable)
Mumps (1 dose) and						(History of disease not acceptable)
Rubella (1 dose)						(History of disease not acceptable)
Meningococcal vaccine						(Turn over for waiver response form, if applicable)

*The above must be filled out by a medical care provider or school/college/university official.*

I certify that the above is complete and accurate to the best of my knowledge.

\_\_\_\_\_  
 Provider/School Official's Signature

\_\_\_\_\_  
 Provide/School Official's Name (Print)

School/Medical Office Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Meningococcal Meningitis Vaccination Response/Waiver**

Full Name: \_\_\_\_\_ Date of Birth: Mo. \_\_\_ Day \_\_\_ Year \_\_\_ Student ID # B00

New York State Public Health Law requires that all college and university students enrolled for at least 6 credit hours on campus (including traditional, blended, and hyflex classes) complete the following and return the supporting documentation to SUNY Broome Student Health Services.

**Please check one of the options below.**

I have read, or had explained to me, the information (on reverse) regarding meningococcal meningitis disease. I understand the risks of not receiving the vaccine. I (my child) will not obtain immunization against meningococcal meningitis disease, I understand that I may choose to seek vaccination in the future. The vaccine is available at the Broome County Health Department for a fee and may also be available from any community health providers.

I have had the Menomune/Meningococcal meningitis vaccine within the last 5 years (provide documentation if not already indicated on reverse by provider/school official verification).

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

*Parent or guardian must sign if student is under the age of 18 years.*

**Meningococcal Meningitis Fact Sheet**

Please refer to <https://www.health.ny.gov/publications/2168/> for more information about Meningococcal Meningitis

**What is meningococcal disease?**

Meningococcal disease is caused by bacteria called *Neisseria meningitidis*. It can lead to a serious blood infection called meningococcal septicemia. When the linings of the brain and spinal cord become infected, it is called meningococcal meningitis. The disease strikes quickly and can have serious complications, including death.

**What are the symptoms?**

Symptoms appear suddenly – usually three (3) to four (4) days after a person is infected. It can take up to ten (10) days to develop symptoms. Symptoms of meningococcal meningitis may include:

- Fever, headache, stiff neck, nausea, vomiting, photophobia (eyes being more sensitive to light), altered mental status (confusion)

**How is meningococcal disease spread?**

It spreads from person-to-person by coughing or coming into close or lengthy contact with someone who is sick or who carries the bacteria. Contact includes kissing, sharing drinks, or living together.

**Is there treatment?**

Early diagnosis of meningococcal disease is very important. If it is caught early, it can be treated with antibiotics. However, sometimes the infection has caused too much damage for antibiotics to prevent death or serious long-term problems.

**What should I do if I or someone I love is exposed?**

If you are in close contact with a person with meningococcal disease, talk with your healthcare provider about the risk to you and your family. They can prescribe an antibiotic to prevent the disease.

**What is the best way to prevent meningococcal disease?**

The single best way to prevent this disease is to be vaccinated. Vaccines are available for people six (6) weeks of age and older. Various vaccines offer protection against the five (5) major strains of bacteria that cause meningococcal disease:

- All preteens and teenagers should receive two doses of vaccine against strains A, C, W and Y, also known as MenACWY or MCV4 vaccine. The first dose is given at 11 to 12 years of age; the second dose (booster) at 16 years. It is very important that teens receive the booster dose at age 16 years in order to protect them through the years when they are at greatest risk of meningococcal disease.
- Teens and young adults can also be vaccinated against the "B" strain, also known as MenB vaccine. Consult provider.

## Chicken Pox Vaccine

### (Late August) 2020 Update:

- A student can no longer decline the chickenpox vaccine.
- Clinical sites require the student to either
  - have the set of 2 vaccines or
  - have the varicella Titer drawn (positive=immunity, negative=non-immune. If non-immune, the student would have to have the set of 2 vaccines).
  - If the student had the chickenpox, then his/her *physician* must provide date/record of such (not the student) and the physician must sign the health form.

## **HEALTH FORMS/Health Insurance**

Health forms supplied by the department are to be filled out by the student and his/her physician and returned to the department office upon due date given by the Program Director, prior to clinical assignment, along with signed permission (signed during initial advisement session into program) to forward copies to the appropriate clinical affiliate. Proof of immunization for Hepatitis B, or a signed declination form, must also be provided to the program office prior to clinical placement. Some clinical sites require proof of Hepatitis B, rabies, or influenza immunization. **Students are strongly advised to carry health insurance, some clinical sites require proof of insurance for placement.**

## **MEDICAL INSURANCE**

The college does not provide medical insurance but students in the Radiologic Technology Program are required to maintain the equivalent of Blue Cross-Blue Shield health/medical insurance and **provide proof thereof**. Students will be required to present policy number and type of insurance prior to entering the clinical area. The SHS has limited information about such insurance available upon request in the Student Health Services office. NY State Health Plan Marketplace is an excellent resource for those searching for health plans-more information can be found at <https://nystateofhealth.ny.gov/>.

## **LIABILITY INSURANCE**

Due to direct patient contact, it is mandatory that students have professional liability. Information will be presented during RAD 100 Introduction to Clinical Education.

## **OTHER HEALTH RELATED COSTS**

All students are financially responsible for medical expenses that may arise in an assigned classroom/clinical setting.

## **Medical Care**

If a student receives medical care for an acute injury or condition, they must produce a physician clearance and signed Waiver of Responsibility prior to participating in class, lab or clinical activities (waiver form is attached at the end of this section).

## **Photo Release**

The students may be photographed, videotaped or audiotaped in the lab or clinic for instructional purposes.

**\*\*\*THE STUDENT'S SIGNATURE ON THE online form; "AFFIRMATION OF UNDERSTANDING" SIGNIFIES INFORMED CONSENT.**



## **INJURY/ILLNESS**

If an illness or injury occurs while on campus, the student is to notify the instructor and/or the Department Chairperson immediately.

1. Ill or injured students should receive first aid.
2. Dial 9-911 (in house phone) or 911 (cell or pay phone) for any emergency and follow with a call to Public Safety at X5083.
3. Call Public Safety at X5083 if urgent but emergency help is not needed.
4. If illness or injury is not an emergency, ask the student to seek medical help at SUNY Broome's student Health Services Office X5181, but if the student requires further medical treatment, they are to contact their personal physician or go to a walk-in clinic.
5. **The college is NOT responsible for any medical bills due to illness or injury.**
6. If the student chooses not to follow the advice of their clinical coordinator, preceptor, Chair of the department, or other faculty member, the choice should be documented. The choice of action, any observation of the student's physical/mental status, terms of advisement and time/date of the incident must be documented.
7. Documentation will be filed in the Radiologic Technology office.

If an illness or injury occurs while at a clinical affiliation, the student is to notify the Clinical Instructor or Preceptor, and the Clinical Coordinator immediately. In addition, contact the Program Director or SUNY Broome's Radiologic Technology Department Secretary as soon as possible. Student may be directed to go to the facility's health services or emergency room. **All information must then be called in to the "Public Safety Office" (Ex: 5083) and copies sent over to them for their records.**

### **Note:**

Student must produce a signed "**Waiver of Responsibility**" form and written physician's clearance prior to participating in class, lab or clinical activities.

The Student must fill out the "STUDENT/EXPOSURE INJURY REPORT-**Student Form**" and the Instructor must fill out the "STUDENT/EXPOSURE INJURY REPORT-**Clinical/Staff Form**". These will be filed in the SUNY Broome Radiologic Technology Office.

\*No student should be absent from the clinical site without notifying both the site and the Clinical Coordinator or Program Director.

## **FEDERAL LAW CONCERNING CHEMICAL HAZARDS**

Federal law requires that all individuals must be notified about hazardous chemicals present in the work place. This law applies to all occupations, with the basic purpose of raising the level of consciousness on chemical safety (but not to the point of over concern). Obviously, there are safe levels, proper procedures and precautions to be followed when working with any chemical just as there are when working with x-ray.

Chemical suppliers are required to prepare Material Safety Data Sheets (MSDS) for all chemicals in radiology. The MSDS, once available, should be accessible for your review. The Clinical Instructor will provide the student with information regarding the Radiology Department in the hospital. The following information concerns

**Environmental Safety** found on campus as well as in the hospital.

## [COVID-19 Information](#)

The college website: (<https://www3.sunybroome.edu/back/>), serves as a hub for updates on campus operations, student/employee resources, important dates, and procedures. Please check this site regularly for the most up-to-date information. The college continues to closely monitor COVID-19 conditions, and we're gathering input from the CDC and other official sources daily. If you have questions specific to the College's COVID-19 procedures, please email [EOC@sunybroome.edu](mailto:EOC@sunybroome.edu).

### **Require Student Vaccination Information**

The [SUNY Student COVID-19 Vaccine Policy](#) remains in effect for the Fall '23 semester. SUNY no longer requires all students with an on-campus presence to be fully vaccinated before the start of the Fall '23 semester. However, the Radiologic Technology Program does due to our Clinical Affiliates require proof of COVID Vaccines and a Booster. **All Radiology students must present proof (front and back of card) to Secretary; Heather Sutliff.**

### **Program Illness Instructions:**

- Anyone with signs or symptoms of infectious illness should stay home when sick and /or seek medical care.
- The student is required to email their instructor/s they will be out and give a reason why. If the reason is you are ill with fever and/or coughing, you **MUST** inform the Program Director also. The Program Director will provide instructions and let the student know when they may return to campus and/or clinic.
- The Program Director may request the student take an at-home COVID test and provide the results. Depending on the results, the student may be asked to take an at-home COVID and/or a PCR test and share the results with the Program Director. Then the student will be guided as to what steps may need to be taken prior to returning to campus/clinical. Student may also need to wear a mask for a few days if symptoms improve, but not completely gone.
- **Clinical Site/s may require Daily Screening tests, COVID-Screening Testing, etc. Students will be informed if and when rules change. \*Each clinic site has their own rules to follow. See Clinical Education Manual for the "Return to Clinical Policy". This applies to masking (surgical Level 3 and/or N95 as well).**
- **Each student will be N95 FitTested(by the Program Director) and perform ASRT Hand-washing techniques/modules prior to permission to enter clinicals for the first time.**

## HEALTH SCIENCE STUDENT BLOODBORNE PATHOGEN PROTOCOL

### Exposure to Blood or Other Potentially Infectious Materials (OPIM)

If the student is accidentally punctured or lacerated with a contaminated instrument or needle, flush the wound with warm water and apply pressure above the wound area to promote bleeding for 2-3 minutes.

After the student's wound is cleansed, the Clinical Instructor responsible for the student needs to:

1. Using the "Documentation of Blood and Other Potentially Infectious Materials (OPIM)" document the following information: noting date, time, clinical site location, and facts related specifically to the incident. Also, note plan of action, i.e., cleansing wound/s, refer to BGH Occupational Health Department. Copies of the protocol and notation of the incident should be given to the student and filed with the appropriate Health Science Department.
2. Refer students IMMEDIATELY\* if they are at high-risk to UHS @ Binghamton General Hospital--Occupational Health Medicine on Mitchell Avenue, Binghamton, New York. The clinic is open Mondays through Fridays from 7:30 AM to 5:00 PM.) Telephone: 762- 2200). After 5:00 PM, or on weekends, refer students to the Emergency Room of either UHS/BGH or UHS/Wilson Memorial Regional Medical Center, located on Baldwin Street in Johnson City, New York.

⚡ **TIMING is critical for the student who has been determined to be at high risk for BBP and OPIM Exposure, (i.e., accidentally punctured by a needle stick from a known IV street drug user). In these situations, it is preferred that protease inhibitors be initialed within 1-2 hours post exposure).**

The UHS @ BGH OCC Health Clinic or Emergency Room(s), depending on the circumstances, will obtain the student's personal history and determine his/her risk status for diseases related to blood borne pathogens and initiate appropriate health care interventions.

**SUNY Broome Community College  
RADIATION TECHNOLOGY  
DEPARTMENT**

**HANDWASHING PROCEDURE**

**Policy**

To improve health and hygiene practices of student radiographers and to reduce transmission of pathogenic microorganisms to patients and personnel in health care settings.

**Procedure**

**I. Hand Hygiene**

- a. When hands are visibly dirty or contaminated with proteinaceous material or are visibly soiled with blood or other body fluids, wash hands with either a non- antimicrobial soap and water or an antimicrobial soap and water.
- b. If hands are not visibly soiled, use an alcohol-based hand rub for routinely decontaminating hands in all other clinical situations.
- c. Decontaminate hands before having direct contact with patients.
- d. Decontaminate hands after contact with a patient's intact skin (e.g., when taking a pulse or blood pressure, and lifting a patient).
- e. Decontaminate hands after contact with body fluids or excretions, mucous membranes, nonintact skin, and wound dressing if hands are not visibly soiled.
- f. Decontaminate hands if moving from a contaminated-body site to a clean-body site during patient care.
- g. Decontaminate hands after contact with inanimate objects (including medical equipment) in the immediate vicinity of the patient.
- h. Decontaminate hands after removing gloves.
- i. Before eating and after using a restroom, wash hands with a non-antimicrobial soap and water or with an antimicrobial soap and water.
- j. Antimicrobial-impregnated wipes (i.e. toillettes) may be considered as an alternative to washing hands with soap and water. Because they are not as effective as alcohol-based bacterial counts on the hands, they are not a substitute for using an alcohol-based anti- microbial soap.

## II. Other Aspects of Hand Hygiene

- a. Keep Natural nail tips less than  $\frac{1}{4}$  inch long. No artificial nails (OSHA Regulation.)
- b. Wear gloves when contact with blood or other potentially infectious materials, mucous membranes, and nonintact skin occur.
- c. Remove gloves after caring for a patient. Do not wear the same pair of gloves for the care of more than one patient, wash hands between uses with different patients.
- d. Change gloves during patient care if moving from a contaminated body site to a clean body site.
- e. Artificial fingernails will not be worn by any health care employee whose job responsibilities include direct or indirect patient care. (OSHA regulation).

## III. Handwashing Technique

- a. Wet hands, up to 2-3 inches above the wrists under warm running water.
- b. Apply hand cleansing agent.
- c. Put hands together to work up a lather.
- d. Using a rotating frictional motion, apply friction to all surfaces of hands and wrists, including balls of hands, between fingers and around and under nail. Interlace fingers and rub up and down continuing for 10-15 seconds.
- e. Holding hand downward, rinse thoroughly allowing the water to drop off finger tips.
- f. Use paper towel to turn off the faucet and discard.

**[ASRT COVID-19 Resources](#)**: Provides free resources for EZ Compliance (i.e., Hand Hygiene, Prevention of Health Care-Associated Infections, and Hazardous Materials and Waste), COVID- 19 Essentials, ASRT Live Recorded: Infection Control in Radiology, Student/Educator resources, etc.)



**SUNY BROOME COMMUNITY COLLEGE**  
**Binghamton, New York**

**Universal Blood and Body Fluid Precautions**  
**Guidelines**

1. Wash hands prior to and immediately after patient contact.
2. Use appropriate barrier precautions to prevent exposure to skin and mucous membranes when contact with blood or other body fluids is anticipated.
3. Gloves should be worn when in contact with blood, body fluids and mucous membranes and for handling items or surfaces soiled with blood or body fluids, or for performing venipuncture and other vascular access procedures.
4. Disposable gloves must be replaced when torn or punctured. Contaminated gloves should be replaced as soon as practical and **never** washed or decontaminated for reuse.
5. Masks and protective eyewear or face shields should be worn during procedures that are likely to generate air-borne droplets of blood or body fluids to protect exposure of mucous membranes of the mouth, nose and eyes.
6. Fluid resistant gowns should be worn during procedures that are likely to generate splashes of blood or other body fluids.
7. Use caution to prevent injuries caused by needles, scalpels and other sharp instruments. To prevent needle-sticks, needles should not be recapped, purposely bent or broken by hand. After use, sharps should be placed in puncture resistant containers for appropriate disposal.
8. To control disease transmission use resuscitation bags, mouth pieces and ventilation devices available in areas in which the need for resuscitation is predictable.
9. Health care workers with open lesions or weeping dermatitis should refrain from all direct patient care and from handling equipment until condition resolves.
10. Follow institutional policy for care of contaminated uniforms.

**References:** OSHA-NYSHD (February, 1990), Infection Control Regulations Federal Register (December, 1991), Vol. 56, N. 235.

### UNIVERSAL PRECAUTIONS

Procedures	handwashing	gloves	gown	mask	goggles
Talking to patient	no precautions need be taken				
Examining patient with no blood or body fluid contact	•				
Examining patient including blood & body fluid contact	•	•			
Drawing blood	•	•			
Starting IV	•	•			
Suctioning – oral, tracheal, wound	•	•	Use gown, mask, goggles if splash of blood or body fluids possible.		
Handling soiled linen, trash, or equipment	•	•	Use gown, mask, goggles if splash of blood or body fluids possible.		
Handling specimens	•	•	Use gown, mask, goggles if splash of blood or body fluids possible.		
Catheter insertion	•	•	Use gown, mask, goggles if splash of blood or body fluids possible.		
Dialysis	•	•	Use gown, mask, goggles if splash of blood or body fluids possible.		
Operative or other invasive procedure	•	•	•	•	Use gown, mask, goggles if splash of blood or body fluids possible.
Arterial puncture	•	•	•	•	•
Intubation/Extubation	•	•	•	•	•
Resuscitation (CPR)	•	•	•	•	•
Endoscopy	•	•	•	•	•
Dental procedures	•	•	•	•	•

### Clinical Education Restrictions for Students with Infectious Diseases

Since the patient may be in a weakened state, the following is a list of restrictions:

<u>DISEASE/PROBLEM</u>	<u>RELIEVE FROM DIRECT PATIENT CONTACT</u>
Conjunctivitis, infectious	Yes
Diarrhea, acute stage (Diarrhea with other symptoms)	Yes
Group A streptococcal disease	Yes
Hepatitis, viral: Hepatitis A	Yes
Hepatitis B (Acute)	No
Herpes Simplex: Genital	No
Hands (Herpetic Whitlow)	Yes
Orofacial	No
Measles: Active	Yes
Postexposure (susceptible personnel)	Yes
Mumps: Active	Yes
Postexposure (susceptible personnel)	Yes
Pertussis: Active	Yes
Postexposure (asymptomatic personnel)	No
Rubella: Active	Yes
Postexposure (susceptible personnel)	Yes
Yes Scabies	Yes
<u>Staphylococcus aureus</u> (skin lesions)	Yes
Upper respiratory infections	No
Zoster (Shingles): Active	Yes
Postexposure (susceptible personnel)	Yes
Varicella (Chickenpox): Active	Yes
Postexposure (susceptible personnel)	Yes

**Infection Prevention**

**Precautions for handling all patients during procedures where blood and/or body fluids may be exposed; including but not limited to patients with acquired immune deficiency syndrome (AIDS)**

**I. PURPOSE**

To minimize the risk to student radiographers and other patients while caring for patients whose blood/body fluids are likely to be exposed, including but not limited to patients with AIDS.

**II. POLICY**

Isolation procedures (Blood and Body-Fluid Precautions) will be instituted for all patients. For the purpose of this policy, "Blood and body fluids" shall include:

- |                |                  |        |
|----------------|------------------|--------|
| Blood          | Emesis           | Lochia |
| Pleural Fluid  | Amniotic Fluid   | Sputum |
| Urine          | Peritoneal Fluid | Stool  |
| Wound Drainage | Semen            |        |
| Saliva Tears   | Breast Milk      |        |

All of the above listed fluids shall be treated as hazardous and standard hygiene procedures will be used.

**III. RESPONSIBILITY**

It will be the responsibility of all students to adhere to the following procedure:

**IV. PROCEDURE**

- a. "Universal Blood and Body-Fluid Precautions" are to be implemented, for all patients undergoing invasive procedures and any procedure that may expose the patient's bodily fluids to others.

Student radiographers are to use particular care to avoid accidental contact with potentially infectious materials through injury or through contact with their mucous membranes or open skin lesions.

1. **Gloves** are indicated if personnel are likely to have contact with blood or body fluids of the patient. Gloves will be removed and hands washed before contacting another patient.
2. **Gowns** are indicated if soiling of clothing with blood or body fluids is likely.
3. **Masks** are not routinely indicated; however, masks may be used during procedures in which there is a possibility of aerosolized blood/body fluids, for example: bronchoscopy, endoscopy, or suctioning of an intubated patient.
4. **Goggles** are indicated when personnel will be exposed during procedures that may induce aerosolized blood/body fluids.

5. Articles contaminated with blood and body fluid shall be bagged or discarded as hazardous waste and labeled appropriately before being sent for disposal or for decontamination and reprocessing.
  6. Care will be taken to avoid needle-stick injuries or any accidental wounds from sharp instruments contaminated with potentially infective material. Used needles **must not** be recapped or bent; they should be placed in prominently labeled, puncture-resistant containers designed specifically for such disposal.
  7. All blood spills will be cleaned up promptly with a solution of 5.25% hypochlorite diluted 1:10 with water.
- b. Hands must be washed immediately if contaminated with blood or body fluids before caring for another patient.
  - c. CPR and AIDS patients
    1. Resuscitation bags must accompany any suspected or known AIDS patient whenever that patient is transported to any other area of the hospital (ex: when the patient comes to x-ray or CT scanning).
    2. One-way valve airways are available through the department and will be used on all patients when performing resuscitation.
  - d. Specific Procedures and Required Protective Garb (See Minimum Requirements attached.)
  - e. The CDC and NYS Department of Health can provide further details regarding specific policies.

**Blood and Body Fluid Precautions**
**RADIOLOGY & DIAGNOSTIC**
**IMAGING MINIMUM**
**REQUIREMENTS**
**PROCEDURES REQUIRING PRECAUTIONS FOR BLOOD/BODY FLUIDS PERFORMED IN X- RAY, C.T., ULTRASOUND, NUCLEAR MEDICINE, PET & MRI**


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**PROCEDURES REQUIRING PRECAUTIONS FOR BLOOD/BODY FLUIDS**

<b>PROCEDURE</b>	<b>GLOVES</b>	<b>MASK</b>	<b>GOWN</b>	<b>GOGGLES</b>
BARIUM ENEMA TIP INSERTION	X			
CLEANING UP AFTER PROCEDURES WHEN BLOOD OR BODY FLUIDS WERE EXPOSED			X	@
I.V. INSERTION/REMOVAL	X			
PERCUTANEOUS INJECTION (CONTRAST)	X			
PERCUTANEOUS INJECTION (RADIOISOTOPE)	X			
SUCTIONING PATIENT	X	X	X	X
TRANSFERRING PATIENT WHEN BLEEDING	X			
TRANSFERRING PATIENT WITH EXPOSED FLUIDS	X			

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**RADIOLOGIC STUDIES REQUIRING BLOOD/BODY FLUID PRECAUTIONS**

<b>PROCEDURE</b>	<b>GLOVES</b>	<b>MASK</b>	<b>GOWN</b>	<b>GOGGLE</b>
ANGIOGRAPHIC PROCEDURES (ALL)	X	X	X	S X
BIOPSY PROCEDURES (ALL)	X			
BRONCHOSCOPY	X	X	X	X
C.T. SCANNING STUDIES	*		*	
MYELOGRAPHY	X			
O.R. PROCEDURES (ALL)	X	X	X	
ROUTINE X-RAY PROCEDURES	*		*	
NUCLEAR MEDICINE	*	*	*	*
PET	*	*	*	*
MRI	*	*	*	*

**ULTRASOUND PROCEDURES REQUIRING BLOOD/BODY FLUID PRECAUTIONS**

<b>PROCEDURE</b>	<b>GLOVES</b>	<b>MASK</b>	<b>GOWN</b>	<b>GOGGLES</b>
O.R. PROCEDURES (ALL)	X	X	X	
ULTRASOUND PROCEDURES			*	*
ULTRASOUND STUDIES/TRANSVAGINAL		APPROACH	X	X

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**X PRECAUTION MUST BE TAKEN**  
**@ IF BLOOD/BODY FLUIDS MAY BE SPLASHED DURING PROCEDURE**  
**\* WHEN BLOOD/BODY FLUIDS ARE EXPOSED**

**BLOOD AND BODY FLUIDS - SAFE HANDLING**  
**STATE OF NEW YORK - DEPARTMENT OF HEALTH**

1. All health care workers will routinely use appropriate barrier precautions to prevent skin and mucous- membrane exposure when contact with blood or other body fluids of any patient is anticipated.
  - a. Gowns or aprons will be worn during procedures that are likely to generate splashes of blood or other body fluids.
  - b. Gloves will be worn for touching blood and body fluids, mucous membranes, non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures.
  - c. Masks and protective eye wear or face shields will be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose, and eyes.
  - d. Gloves will be changed after contact with each patient.
2. Hands and other skin surfaces will be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands will be washed immediately after gloves are removed.
3. All health care workers will take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures. To prevent needle stick injuries, needles will not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes and needles, scalpel blades, and other sharp items will be placed in puncture-resistant containers for disposal; the puncture- resistant contains will be located as close as practical to the use area. Large-bore reusable needles will be placed in a puncture resistant container for transport to the processing area.
4. Blood, other body fluid and tissue specimens from patients infected with HIV or other blood borne infectious agents will be labeled prominently with a special "Blood/BodyFluid Precautions." If the outside of the specimen container is contaminated with blood or other body fluids, it will be cleaned with acceptable hospital disinfectant. All specimens will be placed in an impervious container for transport.
5. Blood and body fluid spills must be cleaned up promptly.
  - a. Gross blood spills will be cleaned up promptly with paper towels. Then the area is sprayed with a 1:10 solution of sodium hypochlorite and water, and wiped dry.
  - b. All other body fluids will be cleaned up promptly with the routinely used hospital disinfectant.
6. Reusable or disposable articles contaminated with infectious waste will be handled according to Isolation Guidelines.
  - a. Reusable articles from patients on isolation precautions will be rinsed of gross soil, placed in a single bio-hazardous bag, secured with a twist tie and placed in the designated area for return to Central Service.
  - b. Disposable articles are placed in impervious (plastic) bags, marked as isolation, and placed in yellow garbage cans for incineration.
7. Any health care worker who has an exudative lesion(s) or weeping dermatitis on exposed skin surface(s) must be evaluated by the Employee Health Coordinator before participating in direct patient care.
8. If a patient is accidentally exposed to the blood or body fluid of a health care worker, the exposure will be discussed with the patient and his/her physician. Recommendations for management of such exposure will be given to the patient and consent for follow-up will be obtained.

**WAIVER OF RESPONSIBILITY**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Curriculum/Year: \_\_\_\_\_  
Affiliation Site: \_\_\_\_\_

WHILE IN CLASS, LAB AND/OR CLINIC, THE UNDERSIGNED ACKNOWLEDGES:

- Full awareness of the dangers inherent in participating in class, lab, and/or clinical radiologic technology practice.
- That the participant is entering this activity voluntarily and freely.
- That the participant assumes the risk of personal injury and damage to participant’s property in undertaking this activity.

**The undersigned states the condition (i.e. head injury, fracture, surgery, active seizures)**

\_\_\_\_\_  
\_\_\_\_\_

The undersigned exempts and releases SUNY Broome Community College, the Radiologic Technology Department and the assigned Agency from any liability for personal injury or property damage arising out of my participation in the assigned class/lab/clinic Radiologic Technology affiliation regarding the above-named condition.

**The undersigned understands that returning to classes/lab or clinic requires a physician’s signature releasing the undersigned for class, lab and/or clinic activities with “No Limitations” (i.e., no cast, splint boot, soft/hard brace, scooter, crutches, etc.) by signing below and providing a doctor’s note stating the student has “Full Clearance to return to clinical, classes, and lab activities with No Limitations”.**

Physician’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chairperson’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you are under 18 years of age, this form must be signed by a parent or guardian. Present Age: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**SUNY BROOME COMMUNITY COLLEGE  
 Binghamton, New York**

**STUDENT INJURY/EXPOSURE REPORT  
 (SUNY Broome Clinical/Faculty Staff Reporting  
 Form)**

**This report is to be completed by staff or faculty present during time of student injury.** If no faculty or staff member was present at the time, the form should be completed by a faculty or staff member with most immediate knowledge of the incident.

1. \_\_\_\_\_ Faculty Name/Title

Were you present at the time of the incident?      If not, how soon after the incident were

\_\_\_\_\_ you able to observe the situation and interview the student?

2. \_\_\_\_\_ Student Name  
 \_\_\_\_\_ Student CWID #

\_\_\_\_\_ Address

\_\_\_\_\_ Gender      \_\_\_\_\_ Date of Birth

3. \_\_\_\_\_ Accident      \_\_\_\_\_ Date of Time

4. \_\_\_\_\_ Location

5. Describe the nature of injury in detail, including the part of the body affected.

For blood and body fluid exposures please check all that apply:

\_\_\_\_ Skin Puncture    Depth \_\_\_\_ mm    Needle gauge \_\_\_\_\_  
 \_\_\_\_ Skin surface contamination    \_\_\_\_ Intact Skin    \_\_\_\_ Wound  
 \_\_\_\_ Mucous Membrane Exposure Site: \_\_\_\_\_

6. What was the student doing when the injury occurred?

How was the injury sustained?

7. In what specific location (site, building, room, location within a room) did the injury occur?

8. Was immediate first aid administered? \_\_\_\_\_ If so, describe.

9. Was emergency assistance requested? \_\_\_\_\_ If so, describe.

10. Did you accompany/send (circle one) student to Student Health Services/  
Emergency Department/ Personal Physician/ Walk-in or  
Other \_\_\_\_\_?

11. For exposures to blood or body fluids, is the identity of the source patient known?  
\_\_\_\_\_ If so, please list contact information for the source patient:

Are specimens from the source patient available for medical evaluation? \_\_\_\_\_  
If so, what arrangements have been made for their evaluation??

12. Did student refuse any medical attention? \_\_\_\_\_ If so, what?

13. Did you recommend the student seek further medical attention, i.e. his or her personal physician? \_\_\_\_\_ If so, describe

14. What follow-up action still needs to be taken?

15. Contact Information for any witnesses present during the incident:

16. Any further relevant comments

17. Signature of Faculty/Title completing this report

\_\_\_\_\_

Print Name/Title

\_\_\_\_\_

Signature Date

**SUNY BROOME COMMUNITY COLLEGE  
Binghamton, New York**

**STUDENT/EXPOSURE INJURY REPORT  
(*Student Reporting Form*)**

**This report is to be completed by the student within 24 hours following an injury.**

1. \_\_\_\_\_ Student Name  
Student CWID#

\_\_\_\_\_ Address

\_\_\_\_\_ Gender \_\_\_\_\_ Date of Birth

2. Faculty or staff members present at the time of the injury or exposure

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

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

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

3. Date of injury/exposure: \_\_\_\_\_ Time of injury/exposure \_\_\_\_\_

4. Describe the nature of injury in detail, including the part or parts of body affected

For blood and body fluid exposure please check all that apply:

\_\_\_ Skin Puncture Depth \_\_\_ mm Needle gauge \_\_\_\_\_

\_\_\_ Skin surface contamination \_\_\_ Intact Skin \_\_\_ Wound

\_\_\_ Mucous Membrane Exposure Site \_\_\_\_\_

5. What were you doing when the accident occurred?

How was the injury sustained?

6. In what specific location (site, building, room, location within a room) did the injury occur?
  
7. Name(s) of witnesses, if any:
  
8. Was immediate first aid administered? \_\_\_\_\_ If so, describe.
  
9. Was emergency assistance required (i.e. 911)? \_\_\_\_\_ If so, describe:
  
10. Were you accompanied/sent to the (circle one)
  - a. Student Health Services Office on campus
  - b. Emergency Department
  - c. Personal Physician
  - d. Walk-In
  - e. Other \_\_\_\_\_
  
11. Do/did you refuse any medical attention? \_\_\_\_\_ If so, what?
  
12. Any further relevant comments or questions?

Please be aware if your injury continues to bother you that you should see your personal physician. Please remember to report any injury sustained on the SUNY Broome campus or at any clinical site to Campus Security at 778-5083.

13. Signature of Student completing this

\_\_\_\_\_

report Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## **OFF-CAMPUS EDUCATIONAL EXPERIENCES**

Students are responsible for providing **his or her own transportation** to and from their scheduled off campus clinical educational experiences. Students may **NOT** ride in a non-college vehicle driven by a clinical instructor, faculty member, or their designee.

Students are strongly urged **NOT** to ride with each other or an employee from their clinical site. If students ride with each other and one student has to leave, both students lose out on clinical time. It appears as favoritism if a student rides with an employee and it is seriously frowned upon.

## **EMERGENCY EVACUATION OF CLASSROOM/LABORATORY/OFFICE**

In the event of natural disaster, e.g., earthquake, tornado, flood, an emergency caused by fire, a gas leak, explosion, chemical or biological release, bomb threat, a person with a weapon on campus, or isolated events in relation to terrorist activity requiring immediate evacuation of a building, an area, or the entire campus, follow these procedures:

1. Exit from the building immediately upon hearing the fire alarm or seeing the flashing alarm lights. Evacuate facility, the immediate area, or the campus at the direction of uniformed Security or emergency personnel or appropriate campus staff whether or not building alarms have been activated. Do not use the elevator in an emergency.
2. In the event of a fire or other facility emergency, including terrorist act, whether or not an alarm has sounded, evacuate the building immediately using the nearest exit as indicated in the evacuation route guide posted in each classroom or other areas of public assembly. If that exit is blocked by smoke or fire, to the next closest exit that is clear. All building exits are clearly identified with exit signage. Follow immediately all instructions from uniformed officers or emergency personnel or appropriate campus staff.
3. Evacuate and move away from the building at least 200 feet for personal safety and to allow emergency personnel quick and unhindered access to the facility with their equipment. A headcount should be taken once the evacuees are outside the building. The supervisor or instructor should immediately report the number of individuals not accounted for to Campus Safety or emergency personnel.
4. Do not attempt to re-enter the building until the emergency has been cleared and the “all clear” has been given by Security/emergency personnel.
5. The instructor will point out facility exit signs and instruct students in the above emergency evacuation procedures during the first class period of the semester. Evacuation route guides are posted on the wall near the door of each classroom, laboratory, and all other places of public assembly.

## **EVACUATION OF HANDICAPPED INDIVIDUALS**

Faculty, staff, and students that are on-scene, not handicapped, and not incapacitated by the emergency, shall immediately assist handicapped individuals to evacuate the building, i.e., direct or assist them to the nearest clear exit. Handicapped individuals in upper floors should be directed or assisted to the nearest clear stairwell (do not use elevator). Those assisting the handicapped evacuee may wait with the disabled person at the exit or head of the stairwell for emergency personnel, or assist the handicapped person through the exit or down the stairwell if in imminent danger.

Campus Safety and emergency personnel coming on the scene will first search exits, and tops of stairwells, to evacuate any remaining individuals.

When an instructor has a handicapped student in his/her class who will require assistance during an emergency, the instructor will brief the handicapped student, i.e. exit door areas at grade or with ramp, and tops of stairwells on upper floors. This shall be done during the first class period of the semester.

## **EVACUATION DRILLS**

The College is required to conduct day and evening evacuation drills during each semester, i.e., Fall, Spring and Summer (a total of 9 drills each year). These drills are conducted in all occupied campus buildings. Response to a fire/evacuation drill shall be exactly the same as response to an emergency. All above evacuation guidance will be followed. Evacuees will move 200 feet away from the building; the instructor will take a headcount; and no one is to return to the building until Campus Safety has given the “all clear” signal.

See Emergency Response Plans (i.e., Active Shooter, Ammonia Leak-Ice Center, Bomb Threat/Explosion Procedures, Fire, etc.) on website:

<https://www2.sunybroome.edu/safety/emergency-response-plan/> .



**The College's Emergency  
 Response Plan**

**SUNY Broome Community  
 College Radiologic Technology  
 Program**

**“Contingency Plan for COVID-19 and/or any Catastrophic Event”**

**Contact Numbers**

**In the event of any emergency where Police, Fire, or Emergency Medical Services are needed, dial 911. Officers from Public Safety will respond to your location, along with any additional resources if needed.**

- SUNY Broome Public Safety Non-emergency: +1 (607) 778-5083
  - **Emergency: 911**
    - From a **Blue Light Phone** Press the call button for direct access to the 911 emergency dispatchers ([view blue light locations](#))

\*It is a crime to use the emergency number for any other purpose.

Other helpful departments on campus for non-emergency issues:

- Student Health Services: +1 (607) 778-5181
- Student Counseling Center: +1 (607) 778-5210
- Campus Operations: Maintenance: +1 (607) 778-5007

[Emergency Response Plans/Procedures](#)

**SUNY Broome Emergency Operations Center:** [eoc@sunybroome.edu](mailto:eoc@sunybroome.edu)

**Notifications:**

During a campus emergency, SUNY Broome will distribute information to the campus community utilizing the following methods:  
 SUNY Broome Homepage [sunybroome.edu](http://sunybroome.edu) and [mycollege.sunybroome.edu](http://mycollege.sunybroome.edu) Campus phone line: +1 (607) 778-5000

Building Coordinators

Local Media/Campus TV/Radio Broadcasts

Phone and Text using the [Rave Alert](#) – Campus Emergency Alert System.

**Radiologic Technology Program Faculty/Staff: (Program’s Line of Communications)**

<b>Name</b>	<b>Title</b>	<b>Email Address</b>	<b>Phone #</b>
Dr. Kim McLain	Associate VP and Dean of Health Sciences & Institutional Effectiveness	<a href="mailto:mclainkb@sunybroome.edu">mclainkb@sunybroome.edu</a>	607-778-5024 or 607-778-5089
Colleen Donahue	Program Director/Chairperson	<a href="mailto:donahuecm@sunybroome.edu">donahuecm@sunybroome.edu</a>	607-778-5070
Kristen Yetter	Clinical Coordinator	<a href="mailto:yetterkj@sunybroome.edu">yetterkj@sunybroome.edu</a>	607-778-5630
Guliroza Sadykova	Adjunct Instructor	<a href="mailto:sadykovag@sunybroome.edu">sadykovag@sunybroome.edu</a>	607-778-5261
Russell Dunham	Clinical Instructional Specialist	<a href="mailto:dunhamrc@sunybroome.edu">dunhamrc@sunybroome.edu</a>	607-778-5261
Michelle Naylor	Clinical Instructional Specialist	<a href="mailto:naylorma@sunybroome.edu">naylorma@sunybroome.edu</a>	607-778-5261
Katherine Lamoreaux	PT Clinical Instructor	<a href="mailto:lamoreauxka@sunybroome.edu">lamoreauxka@sunybroome.edu</a>	607-778-5261
Heather Sutliff	Secretary	<a href="mailto:sutliffhm@sunybroome.edu">sutliffhm@sunybroome.edu</a>	607-778-5261
Students	Freshmen/Seniors	Emails, Brightspace, Zoom, Google Hangouts	Call if need be

SUNY Broome Community College utilizes “[Rave Alert](#)” to ensure students and employees receive critical communications in the timeliest manner possible.

The Radiologic Technology Program will utilize Brightspace, Civitas, SUNY Broome Emails, phone calls, zoom, and/or google hangouts to communicate effectively and efficiently to all its students and faculty/staff.

### **First Responder to any Active threat on Campus**

In an emergency contact Broome County Communications directly. SUNY Broome Officers and other emergency resources will be dispatched to your location. Public Safety provides 24-hour coverage to the entire campus and student housing.

SUNY Broome Community College is committed to providing a safe environment for all visitors, students, staff, and faculty. This Contingency Plan is intended to highlight potential areas of risk and vulnerability to campus personnel and facilities. The purpose of the plan is to enable all individuals who might be present at the college during an emergency to remain calm and to render aid if needed based on known facts. This plan also is intended to establish a framework for an effective system of emergency management, even with COVID-19.

**Safety:** First and foremost, the intent is to assure the safety of the program’s students, patients, faculty, and staff. Any Catastrophic Event and/or Pandemic (i.e. COVID-19), all will be instructed to follow directions given by our SUNY Broome’s “Emergency Operations Center”. They are in direct communications with Broome County’s “Health Department”.

During emergency situations (COVID-19 inclusive) organizations look to the National Incident Management System (NIMS) for structure to manage the many and ever-changing aspects of a situation. This system provides a scalable response and allows for fluid staffing in key roles to maintain operations. An “Emergency Operations Center (EOC)” is set up behind the scenes with individuals and multiple back-up personnel comprising an Incident Management Team fulfilling key roles such as Incident Command, Planning, Logistics, Operations and Finance.

SUNY Broome opened its EOC as the pandemic (COVID-19) arose and it has evolved as needed. Our EOC has coordinated with the County’s EOC for a better overall response including management of resources such as PPE needs, cleaning supplies, etc. The Team wanted to make the campus aware of our preparedness and provide a contact to faculty and staff.

Questions or concerns related to SUNY Broome operations and/or COVID-19 can be emailed to [eoc@sunybroome.edu](mailto:eoc@sunybroome.edu).

March 2020, COVID-19 Pandemic hit New York State. Our EOC directed all employees and students to return home and we were to work remotely. Any residential students without a home to return to, were given the option to stay in the dorm under our EOC’s watchful eye. Faculty reached out to all students to be sure all were safely home, all had computer (with web-cam and microphone) capabilities, and that we had a phone tree shared by all.

### **With this and any further emergency situations the following will occur once notification is given by state, county, and/or our EOC:**

- Notify all faculty, staff, and students of EOC’s directions and follow their directions.
- Faculty will shut down all energized radiology equipment and be sure to shutdown/lock main circuit breakers in the lab.
- Faculty will identify areas of risks, analyze those risks, and try to eliminate the risks for our program and clinical sites.
- Program Director/Clinical Coordinator will confirm with clinical sites as to the status of safety of students and faculty being at the clinical sites. If need be, students and faculty will be pulled from the clinical sites until both program/college and clinical sites approve return.

- Faculty will obtain phone tree and confirm steps of continuation of academic classes/labs and clinical requirements.
- Faculty will actively plan and prepare to respond to emergencies (i.e. resulting from natural, technological, or man-made emergencies, catastrophes, or hostile acts or actions, etc.) as directed by the EOC.
- Faculty will actively plan and prepare to respond to emergencies (i.e. resulting from natural, technological, or man-made emergencies, catastrophes, or hostile acts or actions, etc.) as to how didactic classes will continue, how labs (hands-on testing) will continue, and how clinical assignments will continue.
- Program Director/Clinical Coordinator will notify and keep in close contact with SUNY Broome Community College, SUNY, NYSED, Office of Professions, JRCERT, and ARRT in regards to the program students/faculty/staff/college/etc.
- Recover from emergencies by providing for the rapid and orderly start of restoration and rehabilitation of persons and property affected by the emergency.

**SUNY Broome Community College’s Emergency Response Plans:** [Emergency Response Plans](#)

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**SUNY Broome Community College Campus Emergency Recovery Steps:**

With emergency recovery the following will occur once notification is given by state, county, and/or our EOC:

- Notify all faculty, staff, and students of EOC’s directions and follow their directions.
- Faculty will power up all energized radiology equipment and be sure all are functioning properly, then shutdown/lock main circuit breakers until needed for labs.
- Faculty will identify and correct any areas of issues/concerns for our program’s return to campus (classes/labs) and clinical sites.
- Program Director/Clinical Coordinator will notify and keep in close contact with SUNY Broome Community College, SUNY, NYSED, Office of Professions, JRCERT, and ARRT in regards to the program students/faculty/staff/college/etc. returning to campus/clinic.
- Faculty will obtain phone tree and confirm steps of continuation of academic classes/labs and clinical requirements in order to continue either on campus/remotely and in clinical.
- Faculty will reach out to the college and program’s students, faculty, staff, and clinical sites often the first couple months back to reassure all is well as can be and address any concerns/issues still.

(Based on SUNY Broome Community College’s Return to Campus Policy due to COVID-19, any future emergency situations will respond accordingly:

**SUNY Broome Community College Radiologic Technology Program’s “Return to Campus Plan”:**

The radiologic technology program’s plan begins with the college’s:

[SUNY Broome Reopening Plan](#)

It continues with our plan specific for handling classes and labs on campus. A separate plan is designed in regards to returning to clinical sites. Based on approval from the program faculty, the college, SUNY-NYSED and Office of Profession, JRCERT, and remaining in compliance with ARRT requirements our program gained approval to return (with proper permission, PPE supplies, etc.). The program will work on completing out cohorts normally or with approved curriculum changes as needed for any future emergency situations.

**“Return to Clinical Education Plan”**

**SUNY Broome Community  
College Radiologic Technology  
Program Updated-Fall 2023**

8/4/20/cd; revised 1/13/21, 8/26/21, 8/27/21;8/2022, 8/2023; cd

# **“Return to Clinical Education Plan”**

## **SUNY Broome Community College**

### **Radiologic Technology Program**

**Updated  
Fall-2023**

#### **Program Faculty**

Colleen Donahue; Chair/Program  
Director/Assistant Professor Kristen Yetter;  
Clinical Coordinator/Associate Professor  
Guliroza Sadykova; Adjunct Faculty  
Russell Dunham; FT Clinical Radiologic Technology  
Instructional Specialist Michelle Naylor; FT Clinical  
Radiologic Technology Instructional Specialist Katherine  
Lamoreaux; PT Clinical Instructor Adjunct  
Heather Sutliff; PT Secretary

#### **History: (Beginning March 2020-forward)**

March 17, 2020, ALL SUNY Broome Community College’s students and employees were sent home to work remotely due to COVID-19 epidemic. From Spring 2020 thru Fall 2021, the Radiologic Technology Program was remote and blended with labs. Spring 2022, all but 1 course was face-to-face. Fall 2023, all program classes, labs, and clinics are face-to-face, traditional teaching formats. However, the program is prepared to go remote or partially remote if necessary for any emergency situation at any time COVID numbers are monitored per clinic site, which may affect PPE use/permission to attend clinic, etc. The program will continue to inform students/faculty of any changes.

#### **Justification for Role and Value of Clinical Education**

Clinical Education experiences are an essential and required component of healthcare programs, especially with the Radiologic Technology Program. All healthcare practitioners serve others in real time and face to face daily. Through the pandemic, healthcare workers were on the frontlines each and every day directly caring for those afflicted with the virus. In order to provide quality care, all students must experience these interactions as long as safety and supervision concerns can be adequately addressed. The need for students to have real-time interactions with patients and other health care providers will assist in their application of skills and abilities to be both practice and team ready members of the healthcare community.

Clinical Education allows students to participate in hands-on professional experiences in a diverse patient care environment in a variety of settings, participate in interprofessional care teams, and apply didactic knowledge from the classroom into individual patient scenarios. Clinical experience prior to entering their chosen profession provides the students with a vast wealth of knowledge and builds their skill levels in order to care for the population and provide

quality care to each individual patient.

The accrediting organizations for all our health care majors require mandatory “Clinical Education” as a vital and necessary part of the student learning experience. Since the beginning of this pandemic, the accreditation organization: JRCERT has provided guidance on how to address Clinical Education for our profession during the pandemic. A summary of the guidance from JRCERT is provided:

### **Radiologic Technology**

The Joint Review Committee on Education in Radiologic Technology (JRCERT) now requires all programs to return to traditional teaching format as prior to COVID-19 starting Fall 2022. Should another epidemic and/or emergency situation occur, the program will refer to all directives for guidance and then share that information with current students/faculty/staff.

Per SUNY Broome Community College; “students are not to perform exams on “Known or Suspected” COVID cases (even with or without proper PPE). There are times when the student/faculty/technologist is not aware until after doing a patient that the patient is COVID positive. They are considered “Unknown” at the time of the exam.

### **“Return to Clinical Education Plan”**

**(Face-to-Face) Learning for Students and Faculty in the Health Sciences’ Radiologic Technology Program.**

To ensure the safety of all SUNY Broome Community College Radiologic Technology Program’s members (students and faculty) and minimize the risk of infection with COVID or any other infectious agent in the future, the Program proposes the following standards that:

- A. Continually assess the preparedness and safety of our affiliated clinical sites,
- B. Educate our students and faculty on the risks associated with clinical education experiences so that they can make an informed decision on their participation in the required activities and prepare ways to minimize the potential risks where possible, and
- C. The Program’s Students and Faculty must follow (*Appendix I*) “**General**” and “**Specific Standards**” approved by the Program.

## A. Preparedness and Safety of All Affiliated Clinical Sites

The following standards are proposed so that all clinical sites can be assessed on the preparedness to offer quality experiences to our students as safely as possible.

1. Addition of the Program's proposed addendum to all current and future affiliation agreements to address the need by the site to adhere to and enforce all CDC guidelines for safety (including the use of personal protective equipment (PPE)).

The Program will work with the Dean of Health Sciences and the Division of Health Sciences forward to determine the most effective method to accomplish this in the most expeditious way (addendum to current agreements, revision of current agreements, and creation of memorandum of understanding). If and once determined, the College, Health Science Division, Program Director and Secretary will engage all sites to complete the inclusion of the following statement (any revision thereof):

*"The sponsor agrees to observe COVID-19 Guidelines from the Centers for Disease Control (CDC), to include Personal Protective Equipment (PPE), along with any federal, state or local restrictions."*

2. Based on current guidance from the CDC, and where applicable local and state agencies develop minimum expected standards for each practice environment in order to assess the preparedness of the environment for the return of students and faculty.

The Program has developed an assessment procedure so that the programs' director/clinical coordinator/clinical instructors can discuss and assess the proposed site's readiness to safely accept SUNY Broome Community College Radiologic Technology Program's students and faculty. Current clinical education experiential environments include all of our affiliated clinical sites. The "**General Standards**" are to be followed for **all** sites and the "**Specific Standards**" are to be followed when attending that "**specific**" site have been proposed with the support of our Affiliated Clinical Sites (*Appendix I*). These standards will continue to be updated as pertinent changes are recommended by the CDC and other regulatory bodies.

When documentation is complete, the Program will maintain records of compliance and share the "**Return to Clinical Education Plan**" with affiliated sites when requested. The Clinical Coordinator/Clinical Instructors will notify/update the Program Director that the site(s) are compliant and prepared to effectively and safely accept students or not. The College will make the "**Return to Clinical Education Plan**" and retraining process available for all students and faculty for review. All will comply with required documentation prior to re-entry into the clinical environment. The program is responsible to make sure students comply prior with entry into clinical.

3. Student/Faculty Adherence with "**General and Specific Standard**" Requirements.

The Program will engage with all clinical education experiential sites to assess the site's adherence to requirements for student placement. Changes to past requirements (health requirements, COVID-19 testing, etc.) will be assessed and where applicable shared with students/faculty to meet the requirements of the clinical site. Once approval to place students in Affiliated Clinical Site(s) is granted (by the Program and Sites), the Program Faculty will meet with all students to share the "**Return to Clinical Education Plan**", PPE requirements, Documentation required, Daily Screening Questionnaire (when applicable), and Retraining Process. All will sign off on pertinent documents and follow all guidelines. **If a student does not follow guidelines/policy accordingly, the individual student may be "immediately dismissed from the Program"**. Each cohort will go through this process and be given any addendums/updates and they must sign off on them in the Brightspace course discussion area or as designated if required Fall 2022 moving forward.

4. Following approval and compliance with the guidelines, all students and faculty may return to the Affiliated Clinical Education Experiential Site(s). Following the approval of local travel by the SUNY Broome Community College, Clinical Coordinator/Program Director will begin in person site visits to assess the compliance with the established safety and educational standards.
5. All students/faculty will abide by the affiliated clinical sites rules/regulations on removal and/or re-entry to their site. Students may be removed and will be given assignments via instructors to maintain knowledge and skill levels until the student(s) are allowed back. Program Director will work with the faculty, college, and New York State Department of Education (NYSED) to request alternative methods in lieu of the pandemic situation/clinical hours lost. The program will abide by SUNY Broome Community College, SUNY, NYSED, JRCERT, and USDE decisions. The program will also abide by The American Registry of Radiologic Technologists (ARRT) rule in which competency exams will be done on **“real”** patients.

## **B. Preparedness of Students to Return to Clinical Education Experiential Learning Sites**

**In addition to assessing the preparedness of the sites, all students and faculty must be prepared to safely and effectively return to experiential learning activities.** The Program will provide asynchronous training developed by the American Society of Radiologic Technologists (ASRT); COVID-19 Essentials (Updated for fall, Educational Version and quiz addressing issues with the pandemic. The plan is to integrate the retraining program into the standards for students to return to affiliated clinical education experiential sites. Additionally, it is important that all students and faculty acknowledge their understanding of the risks associated with clinical experiential education. Specific programmatic content may be added as needed (e.g.: proof of COVID-19 Vaccination and 1<sup>st</sup> Booster).

1. All SUNY Broome Community College Radiologic Technology Students and Faculty will be required to read and acknowledge the Program’s **“Return to Clinical Education Plan”** prior to his/her return campus and/or affiliated clinical experiential education sites. The information will be made available to students and faculty who are involved in experiential education using approved College/University technology.
2. Following the completion of the retraining process, every student/faculty will be required to successfully complete an assessment that documents his/her understanding associated with the material covered. The certificate of documentation will be stored electronically. **Students who are unsuccessful will be required to complete the process again and retake the assessment.**
3. All Students and Faculty will electronically sign the SUNY Broome Community College Division of Health Sciences’ **“Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID- 19”** document as an attestation that their understanding of the potential risks associated with engaging in didactic, lab, or clinical experiences associated with this program of study could increase their risk of contracting COVID-19. This attestation will also be considered for addition into the applicable program’s technical standards.
4. All Students and Faculty are required to read, understand, and acknowledge the **“Code of Conduct”** designed by the Program prior to re-entry into any affiliated clinical site.



5. All Students and Faculty will need to be provided with or purchase the appropriate PPE supplies (per program/clinical site guidance) that will assist in their protection in each of the clinical education experiential environment/s. A proposed budget for the provision of the supplies has been submitted to the Dean of Health Sciences of SUNY Broome Community College. The PPE supplies shall be acquired and delivered to individuals prior to beginning campus and/or clinical activities or until the college requires students to purchase such supplies. **Anyone not abiding by SUNY Broome Community College, Radiologic Technology Program, and/or any Affiliated Clinical Site's PPE requirements, may face immediate dismissal from the Program.** \*PPE supplies have been provided via the college thus far, however students must be prepared to incur this cost moving forward (spring 2024).

### **Summary:**

SUNY Broome Community College Radiologic Technology Program has developed a plan to allow students and faculty to continue with face-to-face clinical education activities. The plan has outlined standards for both the affiliated clinical education sites and SUNY Broome Community College Radiologic Technology Program once the Program and our Affiliated Clinic Site(s) agree upon.

**All students and faculty are required to read, understand, acknowledge, sign, and abide by the *General* and *Specific* Standards from our Affiliated Clinical Sites and our “Return to Clinical Education Plan” Policy. By not abiding by this policy and/or standards, one may be subject to immediate removal from clinic and/or the program.**

**APPENDIX I**

***General and Specific Standards***  
**For the Return to Clinical Education Plan**

**“General Affiliated Clinical Education Standards”**

- All Students/Faculty must read, sign and abide by the Program’s **“Return to Clinical Education Plan”** and/or acknowledge through discussion areas in designated brightspace courses per program.
  - All Students/Faculty must read, understand, agree, and sign the “Disclaimer/Waiver of Risks”.
  - All Students/Faculty must read, understand, agree, and sign the “Code of Conduct”.
  - All Students/Faculty must participate in the “Retraining of Infection Control and Personal Safety” Process provided by the Program and ASRT. This includes watching the ASRT COVID-19 Essentials MP4 video, signing the “Attestation of PDF Form”, taking/passing “Quiz” with a 100, and obtaining a “Certificate of Completion”.
- PPE Supplies will be provided prior to re-entry into our Affiliated Clinical Site(s). All must abide by each individual site(s) PPE requirements. **(See Specific Standards below for your individual Site(s) requirements.**
- All will do a self-health assessment daily and reach out to the Program Director should one become ill.
  - **If one is potentially exposed, you must ethically and professionally report it immediately to the Program Director and follow all directions given.** (Directions given may be through the Program, the College (EOC and/or Student Health Services), the Clinic Site, the Health Department (HD), and follow CDC guidelines.)
  - All will abide by each Affiliated Clinical Site(s) Additional Screening Process if any **(See Specific Standards below for your individual Site(s).**
  - All Students will sign in/out for proper attendance in Trajecsys as required for the Program as well as for proper “Contact Tracing/Tracking” needs.
  - All Students/Faculty must sign the “Release of Health Information” Form which includes allowing the Program to share your Daily Screening, temperature recordings, symptoms, etc. with the Affiliated Clinical Site(s) if requested per the Site(s). **(Students already signed this form on their first day of advisement.)**
  - It is “REQUIRED”, as of Fall ‘23 that ALL students are required to provide proof of COVID- 19 Vaccination/1<sup>st</sup> Booster to the program prior to beginning the program. Once you have submitted the proof, you are required to provide a copy (of the front and back side of your card) to our secretary; Heather Sutliff. We will maintain that record of your vaccine/booster and deliver as proof to the clinical site with all your other health records.

**Students /Faculty are not allowed to work on known COVID-positive patients or patients under investigation for COVID-19 at any Clinical Site.**

- o Students/Faculty may not enter units dedicated to COVID-19 related care.
- o Students/Faculty may not enter areas that utilize advanced PPE, such as N95 masks or CAPRs on COVID or suspected COVID cases.
- o **N-95 masks** will be fit-tested on students and faculty. Everyone must follow the guidelines for this process. This N-95 process will be shared as a separate policy/procedure. Fall '23, masks/gloves will be provided, however students may start incurring the cost of these supplies if the college decides so spring 2024 forward.

Students/Faculty are not allowed to work on ER cases and/or Portable Exams, if the Affiliated Clinical Site(s) specifically requests so (**All must review requirements per their Clinical Site(s) under Specific Standards below**).

o **\*If students/faculty become symptomatic at any time, the individual must report their condition immediately to the Program. The Program will require the individual to monitor and follow required guidelines. One must be cleared prior to re-entry into any Affiliated Clinical Site(s) and/or Campus from the Program Director.**

- o Students/faculty will seek to maintain social distancing at all times (whenever direct patient contact is not necessary) and follow state guidance on wearing masks at all times at clinic or campus only as directed based on COVID cases.

Students not feeling well and choosing to not disclose the information so as not to lose clinical time may be subjected to immediate dismissal from the program due to “Unethical & Professional Behavior”.

- o All Students/Faculty will come to the Clinic wearing an appropriate **mask and/or face shield or goggles (where applicable)**. Once going through the Affiliated Clinical Site(s) Screening Process(if required), the individual will either be given or required to bring their own individual mask for the day. Some Site(s) require a Face Shield as well. Gloves/Isolation gowns (for cases other than COVID-19) will be provided by the Clinical Site(s). (**See Specific Site(s) Standards below for proper Mask/Face Shield Requirements.**)
- o Policy Guidelines are subject to changes and/or revisions and all must agree to abide by them. Any changes/revisions will be brought forth to everyone’s attention in a timely manner.
- o Ensure social distancing in common areas: elevators/cafeteria/visitor waiting area, control area, in radiology rooms, classrooms, labs, buildings on campus, etc. when deemed necessary.
- o Utilize soap and water or hand sanitizer as appropriate.
- o Disinfect common work areas frequently (e.g. workstations, keyboards, telephones, doorknobs, break room, refrigerator, water cooler, Keurig, and waiting room (no magazines) as required per Affiliated Clinical Site(s) and program.

**“Specific Affiliated Clinical Education Standards”**

The following are requirements “specific” to the Affiliated Clinical Site(s). Each Student/Faculty must follow the “General Standards” provided above along with their “Specific Site’s” requirements below. **Failure to follow these rules/guidelines may lead to “immediate dismissal” from the Program.**

- **A.O. Fox Hospital Tri-Town Campus-Sidney, NY**
  - Surgical Mask with a Face Shield. Program to provide surgical masks and face shield if can. If not one will be provided, however they are very limited. This requirement will vary depending on site’s needs.
  - Do not need to change Surgical Masks until they get soiled or if they degrade.
  - Student(s) are to bring their own sterile gloves, which currently, are provided by the program. Student to seek out Clinical Coordinator or Clinical Instructor to acquire gloves.
  - Staff at main entrance asking travel and exposure questions and taking temperature. This will be recorded on a log. This can stop and re-start at any time per site.
  
- **A.O. Fox Memorial Hospital-Oneonta, NY**
  - Surgical Mask with a Face Shield. Program to provide surgical masks and face shield if can. If not one will be provided, however they are very limited. This requirement will vary depending on site’s needs.
  - Do not need to change Surgical Masks until they get soiled or if they degrade.
  - Student(s) are to bring their own sterile gloves, which currently, are provided by the program. Student to seek out Clinical Coordinator or Clinical Instructor to acquire gloves.
  - Staff at main entrance asking travel and exposure questions and taking temperature. This will be recorded on a log. This can stop and re-start at any time per site.
  
- **Bassett Healthcare – Oneonta Specialty Services (OSS)-Oneonta, NY**
  - Students will bring and maintain their own personal protective equipment (PPE), and wear their PPE as directed at all times when on Bassett property. The Program(or student if directed by program) will provide Surgical Masks.
  - Do not need to change Surgical Masks until they get soiled or if they degrade.
  - **Not Doing:** Chest X-rays except for pre-ops and falls/rib pain, etc. No cough, sob, etc.
  - Students will participate in temperature monitoring at Bassett.
  - Students will agree to NOT travel to areas of high infection rates and not host guests from areas of high infection rates. If a student must travel to an area of high infection rate, he or she must notify Employee Health prior to travel to determine if COVID testing or quarantine will be required before returning to Bassett.
  - Students will notify Employee Health immediately if they believe they have been exposed to COVID-19 outside of work.
  - Students will not participate in the care of known or suspected COVID patients.
  - **Students will not attend clinic if a dwelling member or themselves are ill per OSS Command Center.**

- **Cayuga Medical Center- Ithaca, NY**

- All students & faculty **MUST** have proof of COVID Vaccination by September 28, 2021 forward. (The first shot must be done by that date with proof of second shot date).

If seeking a Medical Exemption: The **individual's doctor MUST** fill out Cayuga site's Medical Exemption Form. Then their Committee will review and determine if the

- individual will be given the exemption or not.

If seeking a Religious Exemption: The **individual's MUST** fill out Cayuga site's Religious Exemption Form. Then their Committee will review and determine if the individual will be given the exemption or not.

- Wear a mask there. Once cleared to enter the building a Surgical Mask will be given.
- Bring your own Face Shield "if available".



- **Chenango Memorial Hospital-Norwich, NY**

- Arrive in a mask. One will be given after screening/travel questions and temperature are taken.
- If the Program is able to provide Surgical Masks, please do so. (The Program will attempt to do so.)  
  
If student passes the screening, the student will be given a sticker on his/her badge. If not, the student will be seen by the Infection Prevention Department for advice and guidelines (i.e. quarantine).
- Students will notify their Preceptor and Clinical Coordinator if they are not allowed in.
- All will complete a contact tracing sheet and hand in the infection prevention each day (for contact tracing purposes when required).
- Restrictions coincide with College's (Program).
- 2 Students only with 1 in dept. and 1 at the orthopedic building.
- Following UHS/Ascension Health's Joint Statement for some rules and not others. Any clarification needed, please ask the Program Director or Clinical Coordinator.
- Students should park in the employee parking area, not the patient/visitor area.

- **Guthrie Cortland Regional Medical Center- Cortland, NY**

All must wear a mask there. Enter through the main entrance. A Surgical Mask will be given, temperature taken, and each individual will need to sign in and answer 3 basic questions.

- Do not need to change Surgical Masks until they get soiled or if they degrade.

As of 1/11/2021 forward, all are required to wear an **N-95 mask with any ER patient.** (All must go through the program's policy/procedure prior to wearing an N-95 mask.)

- The Program will notify the Clinical Site if a Student is symptomatic.
- Observers and Shadowers are prohibited at this time.
- All Students must be cleared by the Medical Education Office through completion of the appropriate onboarding checklist. All Students must confirm their status with Dale Johnson (Cortland) prior to returning.

**All of Lourdes and UHS affiliated sites must follow their “Joint Statement” for Specific Standards as well as the General Standards. See the next 2 pages for their Specific Standards:**

**All Lourdes’ and UHS’ Sites fall under the same “Joint Statement”:**

*“However, please pay close attention to recent additional “**Specific UHS**” requirements as of 8/25/2021 forward!*

**These are the Lourdes-Ascension Health Sites:**

- Lourdes Primary Care Center-Robinson St., Binghamton, NY
- Lourdes Shippers Road Vestal Walk-In, Vestal, NY
- Lourdes Riverside Drive Orthopedic-Binghamton, NY
- Lourdes Orthopedic-Southside-Pennsylvania Ave., Binghamton, NY
- Our Lady of Lourdes Memorial Hospital-Ascension Health-Binghamton, NY

**These are the UHS Sites:**

- UHS/Binghamton General Hospital-Binghamton, NY
- UHS Comprehensive Orthopedic Center-Vestal Pkwy. East, Vestal, NY
- UHS Vestal Imaging Dept. and Walk-In-Vestal Pkwy. East, Vestal, NY
- United Health Services, Inc. (Wilson Memorial Hospital)-Johnson City, NY
- United Health Services (UHS)-Endicott, NY

Our hospitals are working together with our Affiliating Schools to provide safe environments for students to gain learning experiences while keeping our communities healthy during this time and prevent the spread of infection while continuing to care for our patients. With this in mind, we are instituting the following student clinical rotation guidelines:

- **Pre-Clinical Rotation:**
  - A. A. All students/faculty are responsible to complete a self-health check daily prior to attending clinical or campus. If one should become ill, they must not attend clinical or campus and must email the Program Director immediately for guidance to proceed from there.

- B. Faculty and Students will sign a code of conduct that will be in effect for the program that must include:
    1. If Faculty or Students become symptomatic at any time, the individual must report their condition immediately to their Affiliating School. Students will follow any requirements of the Hospital System(s) in order to return to the clinical environment.
  - C. Faculty and Students are required to be **fully vaccinated against COVID-19 and have 1<sup>st</sup> booster shot prior to any clinical for UHS and Lourdes.**
  - D. Faculty and students are required to have the **Influenza vaccine by October 2, 2023** to attend clinicals at Lourdes and UHS hospital and associated clinics and offices.
- **During Clinical Rotation:**
    - A. **(When Required)** At the start of the clinical day, faculty and students will complete the same COVID screening that the Hospital System requires of its patient-facing employees.
      1. As a part of that daily screening, faculty will ensure that no students have traveled to any locations outside New York State or its bordering states (New Jersey, Massachusetts, Pennsylvania, Connecticut, and Vermont), in the last 14 days.
      2. Faculty must ensure that student screenings are available to the hospitals after each clinical episode.
    - B. Faculty and students will seek to maintain social distance at all times and follow state guidance on wearing masks at all times (when/where required).
    - C. Procedural masks will be worn at all times while in the facility, excluding meal times. Procedural masks will be available at each facility. Do not need to change Surgical Masks until they get soiled or if they degrade. Students must still provide their own N95 masks if desired or needed. (As of 8/2023, UHS students/faculty MUST wear masks/N-95's when required. Lourdes: All students/faculty will wear the surgical Level-3 masks except N-95's for OR.)
    - D. Face Shields are required to be worn in forward facing patient areas. This includes the patient rooms, patient care unit hallways, exam rooms and outpatient areas.
    - E. Affiliating Schools may utilize the Lourdes and UHS facilities for pre-conferences and post-conferences if there is conference room availability. Faculty and students must remain masked throughout the meetings and must remain socially distanced when required.
    - F. Students may work with COVID-positive patients or patients under investigation for COVID-19 only if the students are fully vaccinated, have had a successful N95 fit test and have a supply of that brand mask supplied by the school or student. (PER SUNY BROOME COMMUNITY COLLEGE: Students ***will not*** perform exams on ***known COVID or Suspected COVID patients.***)
    - G. Clinical rotations must be limited to no more than 6 (six) students at one time on any hospital unit per shift. Lower student capacities may be set for specific hospital units. {UHS has set this to 5 (five) students at one time. **Students are not to congregate (i.e. 2, 3 or more) in any area when waiting for cases.**}
    - H. Students must complete the contact tracing form (typically located on the patient door) anytime they have patient contact. This will allow us to be able to notify them if they inadvertently were exposed to a COVID positive patient.



- I. All students and faculty must understand that the placement of COVID patients within a facility is a very fluid process and students may be denied clinical access at any moment for any length of time. The program will provide assignments to help keep individuals on top of their knowledge and seeking NYSED approval for any possible alternative methods that do not interfere with performing competency exams on “real” patients. Whatever the decision being upon each clinical course moving forward will be followed by all.
- J. The following individuals are designated as the communication liaison for any practice updates or exposure notifications to the affiliating school:
  1. Lourdes Ascension: Michelle Naylor
  2. UHS-Wilson: Russell Dunham
  3. UHS-BGH: Katherine Lamoreaux
  4. Clinical Coordinator: Kristen Yetter
  5. Program Director: Colleen Donahue

**(Effective Immediately (as of 7/28/2021 forward): Additional Separate “Specific Standards” for ALL UHS Sites:**

- Affiliating Schools prior to the start of clinical rotations, they must attest to the vaccination status of all students and faculty.
- The Affiliating Schools will provide the department managers with the list of student’s names attending per semester, prior to entry, to be put into UHS’s EPIC system via the EPIC Radiant team to make it easier for COVID tracking purposes.
- Students & faculty will continue to screen at the start of the clinic day. Individuals who have traveled internationally or show exhibiting symptoms will need to contact the UHS COVID Command Center or Infection Prevention for further instructions prior to entering UHS’s facilities.
- Due to this mandate, fully vaccinated students per UHS will be allowed to work with COVID-positive patients. **HOWEVER, per SUNY Broome Community College and the Radiologic Technology Program, students and faculty *will not* be allowed to do known COVID-positive or suspected cases until further notice! Students and faculty are however allowed per the college and program and with UHS’s permission to due ER cases that are not suspected or known COVID cases.**
- **As of 8/26/2021 forward: (When Required) All Students and Faculty MUST wear N-95 masks with a Face Shield and/or Goggles in a UHS’s facility!** Also, keep your surgical-Level 3 Masks handy per the site. (A successful N-95 Fit-Test must be done prior to wearing the N-95 masks provided by program at this point. Students and faculty are not to wear N-95’s given to them from this or any other site.)

## General Guidelines

- A. UHS and Lourdes’ Affiliated Sites reserve the right to temporarily or permanently dismiss faculty or students from the clinical environment who are unwilling to comply with the above requirements. This includes, but is not limited to, failure to comply with appropriate PPE or failure to appropriately monitor students.
- B. Should circumstances warrant, UHS and Lourdes’ Affiliated Sites reserve the right to modify and amend these guidelines without advance notice. This includes the termination of student clinical rotations.

I hereby attest that I have read, understand, acknowledge, and agree to abide by the “Return to Clinical Education Plan” and inclusive of all the **“General Standards and Specific Standards”** that **MUST** be met for entry into an Affiliated Clinical Site(s). I declare that the above statement is true and accurate to the best of my knowledge and I will abide by this Plan/Requirements per the SUNY Broome Community College Radiologic Technology Program and its Affiliated Clinical Education Site(s).

**\*In lieu of a pdf signature, all students are required to acknowledge they have read, understand, agree to abide by the “Return to Clinical Education Plan” Policy (8/28/2023) in the discussion area of the fall 2023 designated brightspace course**

# RADIOLOGIC TECHNOLOGY PROGRAM

## PROGRAM MISSION STATEMENT

The Radiologic Technology program of SUNY Broome Community College offers an Associate of Applied Science Degree which graduates competent entry-level, registry eligible Radiologic Technologists

The department seeks to provide an educational environment, which enhances critical thinking, problem solving, communication skills and continued professional development.

### **Program Goals**

1. Prepare students to function as competent, entry-level professionals that meet the healthcare needs of the community.
2. Students and graduates will demonstrate effective communication.
3. Students & graduates will demonstrate professionalism and pursue professional growth.
4. Students will demonstrate critical thinking skills.
5. The program will continuously monitor ARRT exam pass rates, job placement and student completion rates in compliance with JRCERT accreditation.

## **PROGRAM GOALS and OUTCOMES**

### **GOAL 1:**

**Prepare students to function as competent, entry-level professionals that meet the healthcare needs of the community.**

#### Outcomes

1. Students will perform appropriate radiation safety practices.
2. Students will provide appropriate patient care.
3. Students will be able to adequately perform at entry level.
4. Students will position patients to yield diagnostic images.

### **GOAL 2:**

**Students and graduates will demonstrate effective communication:**

#### Outcomes

1. Students will communicate effectively in writing and in speech.
2. Students and graduates will communicate effectively in the clinical setting.

### **GOAL 3:**

**Students and graduates will demonstrate professionalism and pursue professional growth.**

#### Outcomes

1. Students will demonstrate acceptable professional behaviors in clinical practice.
2. Graduates will demonstrate acceptable ethical practices in clinical practice.
3. Graduates will demonstrate a commitment to or evidence of continued learning beyond graduation.

### **GOAL 4:**

**Students will demonstrate critical thinking skills.**

#### Outcomes

1. Students will be able to perform non routine procedures.
2. Students will apply critical thinking skills to clinical applications.

### **GOAL 5:**

**The program will continuously monitor ARRT exam pass rates, job placement and student completion rates in compliance with JRCERT accreditation.**

#### Outcomes

1. Program graduates will maintain ARRT exam pass rate that meets the JRCERT “Standards”.
2. Program completion rate will meet JRCERT “Standards”.
3. Job placement of program graduates will meet the percentage and time frames required by JRCERT “Standards”.

## ACCREDITATION

### **Joint Review Committee on Education in Radiologic Technology (JRCERT)**

**20 North Wacker Dr. Suite 2850**

**Chicago, IL 60606-3182**

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**Fax: (312) 704-5304**

**[http://www.jrcert.o](http://www.jrcert.org/)**

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**[mail@jrcert.org](mailto:mail@jrcert.org)**

JRCERT accreditation is designed to promote academic excellence, patient safety, and quality healthcare. The STANDARDS require a program to articulate its purposes; to demonstrate that it has adequate human, physical, and financial resources effectively organized for the accomplishment of its purposes; to document its effectiveness in accomplishing these purposes; and to provide assurance that it can continue to meet accreditation standards. The accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process helps to maintain program quality and stimulates program improvement through program assessment.

SUNY Broome Community College Radiologic Technology program is a JRCERT accredited program. We received the maximum 8-year accreditation status awarded by JRCERT through 2023. The JRCERT Standards are provided (via JRCERT website and posted in the lab, D315) and it is important for you to be aware of these Standards and understand the program remains in compliance with them to retain accreditation.

Any individual associated with the program has the right to submit allegations against a JRCERT accredited program if there is reason to believe that the program has acted contrary to JRCERT accreditation standards and/or JRCERT policies. Contacting the JRCERT must not be a step in the formal college or program grievance policy/procedure. The individual must first attempt to resolve the complaint directly with the college/program officials or believes that the concerns have not been properly addressed, the individual may submit allegations of noncompliance directly to the JRCERT.

### **JRCERT 2021 Standards for an Accredited Educational Program in Radiography (Effective January 1, 2021)**

**Standard One: Accountability, Fair Practices, and Public Information**  
**Standard Two: Institutional Commitment and Resources**  
**Standard Three: Faculty and Staff**  
**Standard Four: Curriculum and Academic Practices**  
**Standard Five: Health and Safety**  
**Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement**

## Radiologic Technology: A.A.S.

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### ***Associate in Applied Science***

Radiologic Technology involves the use of modern equipment to produce optimal images for a radiologist to interpret for the diagnosis and treatment of disease. A radiologic technologist operates x-ray equipment, provides patient care and radiation protection, positions the patient, selects technical factors for radiographic quality, produces and processes radiographs, maintains quality control, and maintains records.

A radiologic technologist may continue their education in areas such as Sonography, Interventional Cardiology, Computed Tomography (CT), Magnetic Resonance Imaging (MRI), Mammography, Departmental Administration, Quality Assurance Management, Research, Education, Radiation Therapy, Bone Densitometry, Nuclear Medicine, and Positron Emission Tomography (PET).

SUNY Broome's Radiologic Technology program consists of two years of combined academic and clinical education, the equivalent of 21 calendar months. Clinical education is provided in cooperating hospitals. Clinical Education may be some distance from their home, and students are responsible for their own housing and transportation. All clinical sites are within 1 hour from campus.

Upon completion of the academic and clinical competencies required for the program, the graduate is eligible to sit for the examination of the American Registry of Radiologic Technologists for certification and New York State licensure.

**SEQUENCE OF COURSES: This model is a two-year course schedule for students meeting all program requirements and deciding to pursue full-time study. Schedules will be redesigned for those requiring preparatory courses or those returning and must do part-time study first semester back.**

*The Associate or Science Degree Program in Radiologic Technology at SUNY Broome Community College is accredited with the Joint Review Committee on Education in Radiologic Technology (JRCERT); 20 North Wacker Drive, Suite 2850; Chicago, IL 60606-3182; (312)-704-5300; Fax: (312)-704-5304 www. jrcert.org mail@jrcert.org*

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## CURRICULUM PLAN

<u>Fall Semester</u>	<u>Credits</u>
BIO 131- Anatomy & Physiology I	4
ENG 110- College Writing I	3
RAD 100- Introduction to Clinical Education	2.5
RAD 101- Image Production and Evaluation I	2
RAD 101L-Image Production and Evaluation I Lab	1
RAD 103L- Positioning I	2
RAD 110L-Methods of Patient Care	1
RAD 115- Radiation Protection	1
RAD 131- Clinical Education I	1
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	17.5 Credits
 <u>Spring Semester</u>	 <u>Credits</u>
BIO 132- Anatomy & Physiology II	4
PSY 110- General Psychology	3
RAD 102W-Image Production and Evaluation II	4
RAD 104- Positioning II	2
RAD 132- Clinical Education II	4
	17 Credits
 <u>Summer Semester</u>	 <u>Credits</u>
RAD 133-Summer Clinical Education III	5
RAD 216Y-Imaging Modalities (Fully Online Course)	1
	6 Credits
 <u>Fall Semester</u>	 <u>Credits</u>
ENG 220- Communicating About Ideas and Values	3
Social Science Elective (SOC 110, 111 Recommended)	3
RAD 201- Equipment Operation and Maintenance	2
RAD 204L- Advanced Positioning	1
RAD 211- Pharmacology for Radiographers	1
RAD 220- Radiologic Pathology	1
RAD 230- Clinical Education IV	6
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	17 Credits

<u>Spring Semester</u>	<u>Credits</u>
RAD 225W- Advanced Imaging Procedures	3
RAD 232- Clinical Education V	4
RAD 245- Radiobiology	2
RAD 250L- Quality Assurance	1
RAD 295- Seminar in Radiography	3
	13 Credits

## **GRADUATION REQUIREMENTS: 70.5 CREDITS**

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**For important general information see Health Science curricula.**

Successful achievement is a GRADUATION REQUIREMENT.

# RADIOLOGIC TECHNOLOGY COURSE DESCRIPTIONS

## **RAD 100 - Introduction to Clinical Education**

Overview of radiologic technology through the study of its historical development, its placement in the medical field today, the organization of a modern radiology department, professional ethics, medicolegal aspects of radiology, and medical terminology. This course is designated as a service learning course. The service learning component of the course requires the completion of 50 hours of approved volunteer/service learning experience in a hospital diagnostic imaging department prior to the start of the course.

**Prerequisites:** 50 volunteer/service learning hours in a hospital diagnostic imaging department.

Credits: 2.5      **Hours:** 2.5 Class Hours

## **RAD 101 - Image Production and Evaluation I**

Introduction to the basic principles of radiographic imaging including recording media, processing methods, radiographic quality and radiographic accessories. Lecture and laboratory are coordinated to enhance these fundamental concepts.

Credits: 2      **Hours:** 2 Class Hours

## **RAD 101L - Image Production and Evaluation I Laboratory**

Introduction to the basic principles of radiographic imaging including recording media, processing methods, radiographic quality and radiographic accessories. Lecture and laboratory are coordinated to enhance these fundamental concepts.

Credits: 1      **Hours:** 2 Laboratory Hours

## **RAD 102 W - Image Production and Evaluation II**

Advanced study of the factors contributing to the radiographic image and evaluation. This course is designated as a writing emphasis course.

**Prerequisite:** RAD 101 Image Production and Evaluation I.

Credits: 4      **Hours:** 3 Class Hours, 1 Laboratory Hour

**RAD 103L - Positioning I** Instruction and practice in radiographic positioning or the appendicular skeleton.

Credits: 2      **Hours:** 5 Laboratory Hours

## **RAD 104 - Positioning II**

Instruction and practice in radiographic positioning of the axial skeleton.

**Prerequisite:** RAD 100 Introduction to Clinical Education.

Credits: 2      **Hours:** 1 Class Hour; 2 Laboratory Hours

**RAD 110L - Methods of Patient Care** Patient care procedures routinely performed in the radiology department.

Credits: 1      **Hours:** 2 Laboratory Hours

## **RAD 115 - Radiation**

**Protection** Basic radiation protection for the student radiographer.

Credits: 1      **Hours:** 1 Class Hour

## **RAD 131 - Clinical Education I**

Introduction and orientation to the Radiology Department in an affiliating site. Clinic hours: 7.5 hours/day for 6 days; 45 hours total.

**Prerequisite:** RAD 100 Introduction to Clinical Education.

Credits: 1      **Clinical Hours:** 7.5 hours/day for 45 hours total

## **RAD 132 - Clinical Education II**

Observation and clinical experience for the development of competency involving elementary radiographic procedures in an affiliated site.

**Prerequisites:** RAD 100 Introduction to Clinical Education, BIO 131 Anatomy & Physiology I, RAD 131 Clinical Education I, and RAD 103L Positioning I, or permission of instructor.

Credits: 4      **Clinical Hours:** 12 hours/week for 15 weeks; 180 hours total.

## **RAD 133 - Summer Clinical**

**Education III** Clinical experience for development of competency involving general radiographic procedures in an affiliated site. Clinic hours: 7.5 hr/day for 30 days; 225 hours total.

**Prerequisite:** RAD 132 Clinical Education II, BIO 132 Anatomy & Physiology II, RAD 104 Positioning II, or permission of instructor



**Corequisites:** RAD 216 Imaging Modalities  
Credits: 5 Clinical **hours:** 7.5 hours/day for 30 days; 225 hours total.

**RAD 201 - Equipment Operation and Maintenance** Principles and operation of radiographic imaging equipment, tube design, X-ray circuitry, mobile equipment, image intensification, and digital radiography/fluoroscopy.

**Prerequisite:** RAD 102W Image Production and Evaluation II.

Credits: 2 **Hours:** 2 Class Hours

**RAD 204L - Advanced Positioning** Instruction and practice in positioning techniques involving the skull, facial bones, advanced radiographic procedures and sectional anatomy.

**Prerequisite:** RAD 133 Clinical Education III.

Credits: 1 **Hours:** 2 Laboratory Hours

**RAD 211 - Pharmacology for Radiographers**

Pharmacology and drug administration for imaging technologists.

**Prerequisite:** BIO 132 Anatomy & Physiology II.

Credits: 1 **Hours:** 1 Class Hour

**RAD 216 Y - Imaging Modalities**

Introduction to the principles of computerized axial tomography, nuclear medicine, magnetic resonance imaging, and ultrasound.

**Prerequisite:** RAD 102W Image Production and Evaluation II.

Credits: 1 **Hours:** 1 Class Hour *Online Course*

**RAD 220 - Radiologic Pathology**

A presentation of the various medical and surgical diseases and their relationship to radiographic procedures.

**Prerequisite:** BIO 132 Anatomy & Physiology II.  
Credits: 1 **Hours:** 1 Class Hour

**RAD 225 W - Advanced Imaging Procedures**

An overview of advanced imaging procedures such as: equipment, the use of computers in imaging, responsibilities of the radiographer, and the care of the patient. The use of body systems-based approach to imaging procedures. This course is designated as a

writing emphasis course.

**Prerequisite:** RAD 230 Clinical Education IV, RAD 204 Advanced Positioning, or permission of instructor.

Credits: 3 **Hours:** 3 Class Hours

**RAD 230 - Clinical Education IV**

Practical application of advanced positioning techniques in an affiliated site. Clinical hours: 18 hrs/week for 15 weeks.

**Prerequisite:** RAD 133 Summer Clinical Education III or permission of instructor.

Credits: 6 **Hours:** Clinical hours: 18 hours/week for 15 weeks; 270 hours total.

**RAD 232 - Clinical Education V**

Application of advanced radiographic procedures including evening assignments in an affiliated site. Clinical hours: 12 hr/week for 15 weeks. **Prerequisite:** RAD 230 Clinical Education IV.

Credits: 4 **Hours:** Clinical hours: 12 hours/week for 15 weeks; 180 hours total.

**RAD 245 - Radiobiology**

Radiobiology and advanced radiation protection procedures related to diagnostic and therapeutic uses of radiation.

**Prerequisite:** RAD 201 Equipment Operation and Maintenance.  
Credits: 2 **Hours:** 2 Class Hours

**RAD 250L - Quality Assurance**

The basic principles and techniques of quality assurance testing presented and illustrated through laboratory experiments. Major emphasis on the tests and measurements used to analyze imaging systems with minimum information loss.

**Prerequisite:** RAD 201 Equipment Operation and Maintenance.

Credits: 1 **Hours:** 2 Laboratory Hours

**RAD 295 - Seminar in**

**Radiography** Preparation of the technical report and its organization for both written and oral presentation. Readings, review sessions, and practice exams in current literature and journals will prepare students for their ARRT Certification Examination.

Prerequisite: Senior year status.

## **PROGRAM DESCRIPTION**

The Radiologic Technology Program is approximately 21 calendar months long. The program includes a full summer term clinical education during the first year. After successful completion of both the program and the

A.A.S. degree requirements from an accredited program, the student meets ARRT Ethical requirements, the student is eligible to sit for the A.R.R.T. examination and receive a New York State temporary permit. Upon passing the National Registry examination, the candidate becomes a Registered Radiologic Technologist, R.T. (R) (ARRT), and a Licensed Radiologic Technologist (L.R.).

Clinical and didactic education takes place in an integrated and sequential manner throughout the program. Students will attend one clinical affiliation for the first year (fall, spring, and summer semesters). They will each then attend a new clinical affiliation site for the 2<sup>nd</sup> year fall semester and another site for the 2<sup>nd</sup> year spring semester. Each student will attend a total of three different affiliated clinical sites throughout the program.

While at these affiliated sites, each student will be assigned a “Clinical Instructor”. Each Clinical Instructor has a group of affiliated clinical sites that they rotate their students through and help monitor their progress during the program. Each student will attend an in-town hospital, at least 1 out-of-town hospital, an orthopedic clinic, and an outpatient clinic assigned to that Clinical Instructor. Each student will participate in OR (First/Second Year), Cath lab, Interventional, and Modalities. All students will do Evenings; beginning December through May their senior year per NYSDOH. Rotations are utilized at extended clinical facilities that are ~1hour from campus. Students are responsible for their own transportation to/from clinical as well as campus.

At the sites the clinical instructor is not specifically assigned to, a JRCERT approved “Preceptor” will be supervising the students. A preceptor is a radiologic technologist who volunteers to supervise the students, maintains knowledge of program mission and goals, understands the clinical objectives and clinical evaluation system, evaluates and grades students’ clinical competence, enforces program policies and procedures, all while doing their job as an employee for that affiliated clinical site. All students/preceptors report up the chain of command to their assigned Clinical Instructor, who in turn reports to the Program’s Clinical Coordinator and then to the Program Director. The Clinical Coordinator and Program Director will reach out at any time to check in on any and all affiliated clinical sites, students, preceptors, and clinical instructors.

The following is a list of affiliating hospitals, clinic, and orthopedic sites:

- A.O. Fox Hospital, Oneonta
- A. O. Fox Hospital Tri-Town Campus, Oneonta
- Bassett Oneonta Specialty Services (OSS), Oneonta
- Cayuga Medical Center, Ithaca
- Chenango Memorial Hospital, Norwich
- Guthrie Cortland Medical Center, Cortland
- Lourdes Orthopedic-Southside, Binghamton
- Lourdes Primary Care Center (Robinson Street, Binghamton)
- Lourdes Riverside Drive Orthopedic, Johnson City
- Lourdes Shippers Road Vestal Walk-In, Vestal
- Our Lady of Lourdes Memorial Hospital, Binghamton
- UHS Binghamton General Hospital, Binghamton
- UHS Comprehensive Orthopedic Center, Vestal
- UHS Vestal Imaging Department and Walk-in, Vestal
- UHS Wilson Medical Center, Johnson City
- United Health Services (UHS Clinic), Endicott

**First Semester:** The student receives didactic instruction that includes basic knowledge in radiation protection, ethics, law, communication, medical terminology, patient care skills, patient positioning and basics of radiographic equipment.

Clinical education begins during the last 6 Tuesdays and Thursdays of the semester. 7.5 hours per day for a total of 45 hours. The shift is 8:00AM – 4:00PM\*. The Radiation Protection and Introduction to Clinical Education courses must be completed prior to entry into clinical.

**Second Semester:** Students are assigned 12 hours of clinical education on Tuesdays and Thursdays at an affiliating hospital or a clinic. Each student will be on rotating shifts as assigned; 8:00AM-2:30PM or 9:00AM-3:30PM\*. 6 hours per day equaling a total of 180 hours.

**Summer Clinical Education:** 30 days of clinical education during the 10-week summer session is mandatory. Students will be assigned according to the schedule. Students will attend summer clinical mostly every other day and all will be present during two weeks of summer clinical. Clinical is scheduled Mondays through Fridays only. The shift is 8:00AM – 4:00PM.\* 7.5 hours per day equaling a total of 225 hours. One (1) credit fully online course is also mandatory during the Summer (Term 1) Semester (RAD 216Y; Imaging Modalities).

**2<sup>nd</sup> Fall Semester:** **By the second fall semester, the clinical education component of the program requires independent decision-making skills by the student.** After achieving competency, students are required to perform all aspects of routine radiography with indirect supervision. Additional levels of clinical competencies are outlined in the clinical course description. Students are assigned 18 hours of clinical education on Mondays, Wednesdays, and Fridays at a new affiliating hospital or a clinic. Each student will be on rotating shifts as assigned; 8:00AM-2:30PM or 9:00AM-3:30PM.\* 6 hours per day equaling a total of 270 hours. Evening Rotation-December.

**2<sup>nd</sup> Spring Semester:** **By the second spring semester, the clinical education component requires critical thinking skills by the student.** After achieving competency, students are required to perform all aspects of routine radiography with indirect supervision. Retention of clinical competencies are outlined in the clinical course description. Students will be required to perform a Final Proficiency exam on campus. This exam will be randomly scheduled per student. Students are assigned 12 hours of clinical education Mondays/Wednesdays or Wednesdays/Fridays throughout the semester at a new affiliating hospital or a clinic. Each student will be given schedule A or B and put on rotating shifts as assigned; 8:00AM-2:30PM or 9:00AM-3:30PM.\* 6 hours per day equaling a total of 180 hours.

**\*Some facilities may start a clinical shift at 7:00AM, if requested per affiliated clinical site.** Students will be scheduled and notified of clinical hour change of 7:00AM-1:30PM.

Clinical assignments vary according to procedure/objective requirements and clinical faculty recommendations. Student's preference will be taken into consideration, but cannot be guaranteed. Program faculty determine clinical placement. **Students are responsible for their own transportation and all sites are within 1 hour from campus.**

**\*Students may be asked to come to campus for online image critique exams, simulations, etc.**

**\*\*Program Director and Clinical Coordinator have the right to move a student at any time if deemed necessary.**

## **Mammography Clinical Policy:**

The radiography program sponsored by SUNY Broome Community College has revised its 2016 policy, effective March 15, 2022, regarding placement of students in clinical mammography rotations to observe and/or perform breast imaging.

Under the revised policy students may request the opportunity to participate in clinical mammography rotations. The program will make every effort to place students in a clinical mammography rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography students. Students are advised that placement in a mammography rotation is not guaranteed and is at the discretion of a clinical setting.

The change in the program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student clinical mammography rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting and October 2021 meetings. The JRCERT position statement is included in the program's clinical education policy manual and is also available on the JRCERT Web site, [www.jrcert.org](http://www.jrcert.org), Programs & Faculty, Program Resources.

[Program's website: Clinical Mammography Policy](#)

[JRCERT Position Statement on Clinical Mammography Rotations \(Revised October 2021\) \(pdf\)](#)

[JRCERT Position Statement on Clinical Mammography Rotations \(Adopted April 2016\) \(pdf\)](#)

**Computed Tomography** will be a regular rotation after summer (term1) coursework is completed. Recommended CT Competency exam can only be acquired after summer (term 1) coursework is completed. **One (1) day observing in CT is required.** CT competency exam will be recorded, but they will not count for a grade.

**Observation in the following modalities: (A minimum of ½ day)**

**Surgical Procedures / Interventional  
Procedures Nuclear Medicine  
PET – Positron Emission Tomography  
and/or PET/CT Diagnostic Sonography  
(Ultrasound) Magnetic Resonance  
Imaging Cardiac  
Catheterization Vascular  
Ultrasound  
Radiation Therapy**

**Evening Clinical Education (40-80 hours)\***

Evenings: \*\* Per NYSDOH: Students are permitted to do 40-80 hours of evenings during the last 6 months of the program. Therefore, SUNY Broome students are required to fulfill 7 evening rotations with a minimum of 42 hours (2:30-9:00 PM), which will begin December of the second year. Seniors cannot do more than the maximum allowable 80 hours per NYSDOH. Clinical Instructors will schedule students in December of the second year in order to get as many students completed with their evening rotation as possible before the final spring semester. Students will complete their evening assignment at the clinical site they are assigned to, providing that site agrees to supervise and does evening hours.

An evening rotation schedule will be discussed by each individual student and the clinical instructor assigned to them. Each student will address the clinical site to obtain permission to do evening rotations there, what days/timeline, and confirm who will supervise the student during their evening rotation(s). Once this information is confirmed between the student and the clinical site, the student will go into Trajecsys and complete the **“Evening Rotation Permission Form”** and will inform their assigned clinical instructor that they have done so. The assigned Clinical Instructor will confirm

this information with the student's preceptor. Once so, the Clinical Instructor will add into the comment area their name, date of confirmation of all of this information put in by the student. **Once evening rotation is complete, the student will go to the google survey and complete the "Evening Rotation Evaluation form".**

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During laboratory/demonstration sessions, students perform mock positioning, phantom exposures and radiographic exposure experiments. The laboratory sessions are integrated with lecture information and, subsequently, with clinical education. **The emphasis in laboratory is on application of knowledge (e.g., performing mock radiographic examinations with subsequent skills testing).** \*Students **MUST** come to positioning labs **prepared** to perform mock exams. This requires students to be present in class/labs, read textbooks prior to labs, do online evolve work and workbook exercises, and/or whatever is required for the courses to be able to come prepared.

Cognitive, psychomotor and affective domain development is emphasized as the student progresses through the program. Students are closely evaluated by on-going observations and skills testing in the class, lab, and clinical environments. Those students not achieving satisfactory progress are advised, counseled, and remediated. The student's interaction with the patient and clinical staff is under direct supervision for the safety of both student and patient.

By the last semester, the students are expected to complete all their competencies on the Gold Sheet, the student must pass the final proficiency exam, as well as achieve an 80% on each section of the final comprehensive examinations (in the Seminar in Radiography course), obtain the college requirement of a GPA of 2.0 in order to graduate from the accredited Radiologic Technology Program, and meet ARRT Ethics requirements.

At this point, students will be eligible to sit for the A.R.R.T. registry examination and receive a 180 day New York State Temporary Permit to practice.

# **SUNY Broome Community College**

## **Health Science Division**

### **Student Non-Fraternization Policy**

SUNY Broome Community College Health Science Division holds its students to the utmost ethical and professional standards. The Health Science Division is committed to maintaining a safe environment in which its instructional personnel and students can be trustworthy and responsible. A student non-fraternization policy has been endorsed to promote honest, effective and just operation of all health science programs, to avoid conflicts of interest, misunderstandings and complaints of favoritism, supervision problems, morale problems, questions regarding academic achievement, sexual harassment and most of all to safeguard students in the program.

Fraternization is defined as a consensual romantic or sexual relationship between instructional personnel who are college employees and students currently enrolled in their classes or who are under their direct or indirect supervision, or between personnel (non-college employees) and people whom they supervise (directly or indirectly). Fraternalization violates accepted standards of professional conduct in the Health Science professions.

Instructional personnel will always be presumed to endure a higher level of responsibility because he/she bears authority and accountability as an educator, evaluator, and/or mentor. A personal relationship between them, of a romantic or sexual nature, even if consensual, is inappropriate. The unfair power inherent in this type of relationship potentially enhances the vulnerability and intimidation of the student. Other students or employees may be negatively impacted by the real or apparent favoritism of an employee towards the person with whom he or she is involved. Such relationships pose a variety of potential problems, students and subordinate employees are strongly advised to avoid initiating or becoming involved in such relationships.

All students and instructional personnel are prohibited from fraternization. Violations of this policy are case dependent and may be subject to Progressive Disciplinary Action. All students and instructional personnel have an obligation to report known fraternization. Reports of fraternization should be reported to the program director/chairperson, the clinical coordinator, and/or Dean of Health Sciences.

In instances where pre-existing relationships between an instructional personnel and a student exists (e.g., marriage, domestic partnership, etc.), it is incumbent upon instructional personnel to disclose the existence of the relationship to the program director/chairperson, the clinical coordinator, and/or Dean of Health Sciences. The director/chairperson, the clinical coordinator, and Dean of Health Sciences will determine the protocol necessary to ensure that the consensual, pre-existing relationship does not pose a conflict of interest vis-à-vis instruction or evaluation while the student is enrolled in his or her health science program. If students have a pre-existing relationship with professionals who are not instructional personnel (non-college employees) but who are providing their professional knowledge and time to assist a program's students with knowledge acquisition or skill enhancement, the student should inform his or her program chair. The chair will work with the student to ensure that the pre-existing relationship with this person does not pose a potential conflict of interest vis-à-vis clinical evaluation or other aspects of program evaluation or learning.

In situations where the relationship is not consensual, all parties should refer to the Student Harassment and Title IX Policy for our Institution policy (<http://www2.sunybroome.edu/dos/title-ix/>).

## **ADMISSION, PROGRESSION, DISMISSAL, READMISSION POLICIES**

**Admission Policy** -- Refer to SUNY Broome's online catalog (<http://catalog.sunybroome.edu/index.php>).

### **Progression Policy**

- 1) In order to progress and graduate from the Radiologic Technology Program, a grade of "C" or better is required in all RAD designated courses, RAD Clinical Education courses, and all General Education courses. (Gen. Ed. follows a different grade scale)

$$\begin{array}{l} \underline{93.0 - 100 = A} \quad \underline{3.7 - 4.0} \\ \underline{90.6 - 92.9 = B+} \quad \underline{3.4 - 3.6} \\ \underline{88.3 - 90.5 = B} \quad \underline{3.0 - 3.3} \\ \underline{86.0 - 88.2 = B-} \quad \underline{2.7 - 2.9} \\ \underline{83.0 - 85.9 = C+} \quad \underline{2.4 - 2.6} \\ \underline{80.0 - 82.9 = C} \quad \underline{2.0 - 2.3} \end{array}$$

See SUNY Broome's online catalog for additional grading policies (<http://catalog.sunybroome.edu/index.php>).

## **GRADING POLICY**

The program adheres to the grading policy, as published in the college catalog.

A minimum grade of "C" in each RAD course and General Education course is required in order for a student to progress in the Radiologic Technology curriculum.

A copy of the equation for determining the students' grades in each course will be given to students during the first meeting of that course. It will include:

1. The number of quizzes/exams to be given
2. Additional criteria to be used to determine grades
3. Breakdown of the percentage of grade assigned to each exam/quiz/additional criteria

## **Dismissal/Readmission for Health Science Degree**

### **Programs Dismissal**

- 1) All students attending SUNY Broome Community College are subject to the "Policy Of Standards for Academic Progress" as defined in the college catalog.
- 2) Each Health Science program policy manual includes information on additional criteria used by the program for dismissing students from that program. Program policy manual procedures are supported by the college. Students dismissed from a program are advised to see an academic advisor, if they wish to continue taking courses within another curriculum. Dismissed students lose the curriculum designator and will no longer be advised by the department faculty or chair.

### **Readmission to the Program**

- 1) Students dismissed from a Health Science program may apply for readmission and will be considered eligible for the competitive admissions process. Students dismissed more than once may not reapply to the same program.
- 2) Students who have successfully completed one or more major courses in a health science program and interrupt their course of study may be readmitted directly into program

courses, bypassing the Competitive Admissions process, with permission of the Department Chairperson. Students who interrupt their course of study before completing courses within the major must reapply through competitive admissions. Students **MUST** complete all course requirements within three calendar years from start date per the program, otherwise begin the program again.

- 3) Each Health Science program policy manual includes information on additional criteria used by the program for readmission of students to that program. This may include maximum time frames of eligibility for readmission or degree completion.

### **Specific Radiologic Technology Program Policy:**

#### **Dismissal:**

A student may be **dismissed** from the Radiologic Technology Program for the following reasons:

1. Clinical Failure - failure to satisfactorily meet clinical criteria:
  - a. A minimum grade of 80% for Competencies
  - b. A minimum grade of 80% for Ethics & Professional Evaluations
  - c. Failure to complete all required competencies each semester.
  - d. Withdrawal related to clinical failure will require a clinical challenge for readmission
  - e. Failure due to clinical attendance.

A student **will** be **dismissed** from the Radiologic Technology Program for the following reasons:

2. Academic Failure
  - a. Failure of two (2) radiologic technology courses
  - b. Failure to complete course requirements within three (3) calendar years.

#### **Readmission to the Program:**

1. Students dismissed from the Radiologic Technology program may apply for readmission and will be considered eligible for the competitive admissions process. Students dismissed more than once or have failed 2 courses in Radiologic Technology may not reapply to the same program.
2. Students who interrupt their course of study may be readmitted, by-passing the Competitive Admissions process, directly into program courses, with permission of the Department Chairperson.

Any student readmitted to the program must prove proficiency in order to enter or re-enter clinical education. Proficiency may be achieved by:

- Taking the positioning course over and passing with an 80% or greater
- Performing proficiency evaluations in the campus laboratory and passing with a grade of 80% or greater
- Taking an exam in both Radiation Protection and Image Evaluation, and passing with a grade of 80% or greater.

As determined by the Program Director.



## CLINICAL EDUCATION ELIGIBILITY

In order to be assigned to the Clinical Education course and to continue the assignment, the student must meet the following requirements:

1. Be a matriculated student in the Radiologic Technology Program.
2. Attend all classes and laboratory courses assigned.
3. Demonstrate successful mastery of the proficiency examinations in the positioning laboratory. C grade or higher in Positioning 1, 2, & 3.
4. Must attain a passing grade in the radiation protection comprehensive exam with a "C" grade or higher. Must understand and apply the ALARA principle. Students must also have a passing grade of "C" or higher in all RAD and Gen. Ed. courses.
5. To be assigned to the clinical course or remain in a clinical course, the student must maintain a minimum grade of 80 or higher in all RAD designated courses (C grade or higher in specified courses).
6. Have successfully completed, with a C grade or higher, Anatomy & Physiology I (BIO 131) for the clinical assignment and successfully complete Anatomy & Physiology II (BIO 132) for subsequent clinical courses. Gen Ed. Courses follow a different grade scale than Rad Tech.
7. Meet all the clinical competency evaluation requirements, performance evaluations and *Professional and Ethical Evaluations* in order to remain or progress in clinical education courses.
8. In order to progress to the next clinical assignment, the student must meet attendance requirements and complete the required number of competencies and simulations with a minimal grade of 80%.

## ATTENDANCE, GRADES & GRADUATION

### **Attendance**

Regular attendance and consistent study are two primary factors that contribute to success in college and the health care professions.

As per the Radiologic Technology Program at SUNY Broome Community College, a student is expected to be in attendance at all times in classes, laboratories and clinical education. Attendance in all RAD courses will be taken daily. Attendance may be used in the calculation of the course final grade, as per individual course syllabus. A student who has been absent because of illness must make personal contact with the instructor. An absence due to illness does not relieve the student from the responsibility of making up any work missed. It is the responsibility of the student to obtain information concerning missed work and to see that it is completed and turned in on time.

- **Students are advised to schedule medical, dental and other appointments outside of class and clinical hours. Students are not to take “Vacation Time” on Clinicals Days.**
- **Students with dependents are advised to have contingency arrangements in case of illness or other unforeseen circumstances.**
- **Students unable to attend lecture/lab, are asked to be responsible individuals and leave a voice message or an e-mail letting their instructors know that they will not be attending and why. (The message may not be relayed via another student.)**

### CLINICAL EDUCATION (PRACTICUM) ATTENDANCE REQUIREMENTS

#### CLINICAL ABSENCE NOTIFICATION:

Attendance in practicum courses is mandatory. Students should report on time for each clinical session and adhere to the time allowed for lunch and break. On time for clinic means the student is in the radiology department/section and fully ready to function at appointed time. Students should expect to stay for the entire scheduled clinical day. **Appointments or other work should not interfere with scheduled clinical time. This includes not having to leave the practicum early to arrive at his/her work on time.** Students must plan accordingly. Satisfactory attendance is required for the successful completion of the clinical rotation. **Students are not to take “Vacation Time” on Clinical Days.**

Illness or an emergency that requires that a student be absent **MUST** be reported to your clinical instructor/preceptor at the clinic site (be sure to have the clinical instructor/preceptor contact number available) and the clinical coordinator (778-5630) early on the day of absence, at least one hour prior to the scheduled time of arrival, if possible, or no later than 9:00 am. **Message may not be relayed via another student and the student shall give reason for non-attendance.**

There is no penalty for students who are absent because of academic activities, religious observances of faith, the student's serious illness, death in the immediate family, or attendance to statutory governmental responsibilities (jury duty). Students will be responsible for material and assignments covered during their absence and will be allowed reasonable time to complete missed assignments.

## **CLINICAL ABSENCES:**

As part of your clinical education you must learn to become **dependable and reliable**. Students will be allowed to miss **2** clinical days in any semester **due to illness**, except Fall, RAD 131 and Summer Term, RAD 133\*. The two days do not need to be made up. If a student should miss the 3<sup>rd</sup> day through the 7<sup>th</sup> day (five more days on top of the 2 given), that student **MUST** makeup time the week that immediately follows that semester or by permission of the Program Director.

However, the fall semester makeup will be during the first full week of January. During RAD 131 and RAD 133, students are allowed to miss only **1** clinical day. The **1** day does not need to be made up, however if a student should miss the 2<sup>nd</sup> day through the 7<sup>th</sup> day for either of these courses, that student **MUST** makeup time the week given per program. It will be up to the Clinical Instructor/Clinical Coordinator/Program Director to determine which days the student will be in to make up clinical time owed. **\*There is a**

**Health Science clinical makeup fee \$60**  
([College Fees](#)) **per day of makeup. Designated days total per clinical course can be made up per semester, but at the makeup fee per day. This fee must be paid prior to planned clinical makeup time (with Student Accounts) and a copy of their receipt must be given to the secretary to put in the student's file. The Program Director will inform students the due date for payment of make- up time.** The student is responsible to inform the Clinical Coordinator and his/her Clinical Instructor or Preceptor of any absences and why before 9AM on each absence.

If you do not call in by 9AM, student will be downgraded on The Ethical & Professional Evaluation, under Section II. Attitude; #4 Attendance and punctuality and under Section V. Participation, #3; Assumes Responsibility and #5; Dependable.

**\*If a student misses more days beyond the given days per clinical course (7 days total), the student cannot meet the course requirements and thus results in a failing grade.** The Program Director reserves the right to write an incomplete contract if deemed necessary per legitimate reasoning of extended absenteeism (i.e. severe illness, pregnancy, etc.) and when the makeup time will occur. Students may have to pay the Health Science Clinical makeup fee for time owed.

**All students must be in attendance at clinic on the last day of each clinical course per semester. Students are not allowed to perform competencies on the last day unless permitted by Program Director or Clinical Coordinator. Also, students may not perform competencies on clinical makeup days.**

**Note:** If a student has occurrences of **tardiness** (of 5 minutes or more) for a total of five days, this will merit "Progressive Disciplinary Action". Students are not allowed to leave early due to work. If this occurs, this also may merit "Progressive Disciplinary Action".

**\*RAD 131; Clinical Education I and RAD 133; Summer Term Attendance: Students are only allowed 1 day of illness. Days 2-7 will be made up and paid for at the \$60/day fee prior to make-up week.**

**The One or Two Clinical Days missed, but not to be made up is only if due to illness.**

**\*\*It is not to be utilized as a personal day or stored until end of the semester and used as a personal day off.**

**\*If due to COVID-19, until further notice, make-up fees will not be incurred, but missed clinical time will need to be made up per the college and program.**

## MIDTERM GRADES

SUNY Broome Community College and the Radiologic Technology Program utilize “Banner” to report Midterm Grades. Grades of D, F, I and U are reported at the middle of the semester on MyCollege to alert students of possible academic problems.

Benefits of midterm grades:

**Students should reach out to the instructor/s and Academic Coach right away if receiving a failing grade for midterm grades.**

Students who use campus services are more likely to be successful. SUNY Broome has many resources that can aid student’s efforts to improve academic performance and assist with personal concerns. Please take advantage of the opportunity to connect with individuals and services available to you.

Check out the services in your Student Success Area (Left Upper Corner) on MyCollege page to connect with people and services such as:

- Your Academic Advisor
- Learning Assistance Department
- Academic Coach (Student Success Coach)
- The Writing Center
- Tutoring
- Counseling Services
- Math Lab

We encourage you to utilize the services available at SUNY Broome to keep moving toward your goals. Your success is important to us! Please feel free to reach out to your instructors. We look forward to hearing from you.

Sincerely,

Professor Donahue

**ADDITIONAL**

**INFORMATION**

**FOR**

**ACADEMIC**

**COURSE**

**SYLLABUS**

**The following Attendance Policy below is followed per every RAD course syllabus otherwise!**

**ATTENDANCE POLICY**

Attendance in all RAD courses will be taken daily. Students are expected to attend all classes/labs and will be responsible for all assigned work.

**If you miss a class/lab you will be required to submit a 2-page paper on the subject of the seminar missed.**

- **All papers must be typewritten using standard margins & 12-pt. font, and submitted online. All assignments must be complete within (1) one week of the missed class.**
- **A paper will not be required if you miss on exam day, however students are only allowed to make-up one exam per course if deemed per instructor.**
- **5 points will be removed from the final course grade for each paper not handed in on time. The paper does not remove the absent mark.**

**If a student is late 5 minutes or more to class, five times, it will equal one absence.**

**A student who missed 5 or more classes will not be able to complete the objectives for the course which will result in a failing grade.**

**Bona fide evidence of serious illness, death in the *immediate* family, or extreme personal situations will be given consideration by the course instructor to absent mark.**

Attendance may be used in the calculation of the course final grade, as per individual course syllabus. Students are expected to attend all classes and will be responsible for all assigned work. **If a student is absent, it is his/her responsibility to contact each instructor to inform them that he/she will not be in attendance and why by means of voicemail or e-mail, and he/she must initiate make-up work. The message may not be relayed via another student.**

- 1) The instructor will take attendance daily in classes/labs. The student will be solely responsible for accurately completing the clinical daily attendance log and acquiring clinical instructor/preceptor daily/weekly signature.
- 2) Students will be expected to attend all assigned lecture/lab sessions and will be responsible for all material covered in class or assigned as outside assignments or reading assignments.
- 3) In the event of absence, it is the student's responsibility to contact the instructor on the day he/she returns to campus to initiate makeup work.
- 4) Absence from class will result in the student having less information/course content/hands-on training and will usually result in a lower grade.
- 5) If the absence is a lab session, the student may not be able to participate in another lab section. Although there are different lab sections for some courses, it is difficult for a student to makeup a missed lab session. This is due to the number of students assigned to any one particular lab section and the nature of the lab activities.
- 6) **No student will participate in any lab section for which they are not scheduled without the instructor's prior approval.** The instructor has the prerogative of determining whether a student may makeup lab work that has been missed due to absence.
- 7) If a student is late to a scheduled class/lab/clinic, he/she will be counted as tardy. **Tardiness may lead to an absence, but if excessive may lead to a "Progressive Disciplinary Action".**

Revised 8/15, 8/17, 8/22, cd

## **OUT-OF-CLASS/LAB/CLINIC ASSIGNMENT**

- 1) Reading of assignments, quizzing, and continued review of concepts are vital to the student's success in understanding the course content. Students are expected to complete **all** assignments **prior** to the daily class/lab/clinic and to **participate** in class/lab/clinic discussions/assignments.
- 2) All assignments are to be submitted to the instructor at the beginning of class/lab/clinic.
- 3) Timely completion of the assignments is strongly recommended.

## **CLASS ASSIGNMENTS**

Each student will be responsible for

- 1) Maintaining a notebook in which he/she will keep course syllabus, handouts, and/or assignments. Each instructor has the right to provide handouts or allow access to them in the online supplement for the course. Whereas the student is responsible to print out the handouts if preferred or requested via instructor.
- 2) SUNY Broome is supportive of a "green" environment. Students are encouraged to limit printing of material provided online. There is also a 500 page limit to copy on campus per semester (this is subject to change based on college policy). If you have a legitimate reason to increase the number of copies available to print, please contact Information Technology services in B121.
- 3) Timely completion of assignments (reading, quizzing, evolve, module assignments, etc.) **prior** to class.
- 4) Come to class prepared to discuss course content and seek clarification from instructor if he/she has any questions.
- 5) Placing all books, bags, coats, "turned off" cell phones, etc. in designated location if requested by instructor per course. All cell phones should be turned off during entire time of class no matter what the instructor is doing with the class (i.e. talking with individual student, lecturing, movie, etc.) and not on you.

## **LAB ASSIGNMENTS**

Each student will be responsible for

- 1) Maintaining a lab notebook in which he/she will record data collected during the lab sessions.
- 2) Submitting complete lab assignments due no more than one (1) day following the lab session in which the data was collected. Failure to do so will result in a "0" for that specific assignment.
- 3) Timely completion of assignments (reading, quizzing, evolve, module assignments, etc.) **prior** to lab.

## **EXAMINATIONS**

- 1) At the completion of each module (unit), the student will be given a written examination.
- 2) The instructor will notify the class a minimum of 48 hours prior to scheduling a module examination.
- 3) Module exams are primarily multiple-choice format; but may include short answer, essay, diagrams, matching, critical thinking, And/or problem solving situations.
- 4) Makeup exams will be more difficult and generally of the short-answer and essay format.

- 2) In-class exams are designed to be completed within 50 minutes or less. It is the prerogative of the instructor to determine the maximum time allowed for each exam.
- 3) Any student who is more than 5 minutes late to class when an exam is scheduled will not be admitted into the exam.

### **RULES FOR TEST-TAKING**

No open books/notebooks on student's desk or floor. All personal belongs (and "turned off" cell phones) belong in designated area.

- 1) No talking once the test has been distributed.
- 2) Once you have finished, do not open notes/books in room while others are still taking the test.
- 3) Once you have finished, do not whisper/talk in room while others are still taking the test.
- 4) **Do not discuss test in hall outside of classroom while others are still taking the test.**
- 5) Electronic translators are **not** allowed.

**If due to COVID-19: With online Brightspace exams, assessments, etc., the exam is set up per the instructor. The instructor reserves the right to submit one question at a time, no back-tracking, randomized questions, choose the time allotted to take the exams, zoom while students take an exam, etc. If *Examity* or another type of *exam Proctoring* is required, the student will be informed ahead of time to schedule the exam accordingly.**

### **MAKEUP EXAMS**

- 1) Makeup exams will be given to students who present bona fide evidence of serious illness, death in the *immediate* family, or extreme personal situations.
- 2) The student must notify the instructor within 24 hours and have the test completed within 48 hours of the original test. Voice mail and e-mail are available.
- 3) **Students who take an exam late for any other reason will have 20% deducted from the test.**
- 4) A student who is in attendance in class on a scheduled exam day will be expected to participate in the testing regardless of any recent absences from class.
- 5) Makeup exams will be given at the convenience of the instructor and the student.
- 6) If the student uses the college's testing center to makeup an exam, the student must show a picture ID.
- 7) **No one may take more than one makeup during the semester per course.**



## TEST CORRECTION POLICY

- 1) Each test will be returned in a timely manner to the student for review. Each student is responsible for reviewing the test for possible miscalculation of the test grade. The instructor reserves the right to present the exam for review for online BB tests (if due to COVID, etc.) as he/she would like in order to preserve the integrity of the exam(s).
- 2) **After the graded test is reviewed in class, any questions, which the student wishes to challenge, must be submitted in writing. No test questions will be considered for challenge if they are not submitted within one (1) week of in-class review.**
- 3) All students' exams will remain the property of the college and will be filed in the department and/or electronically.
- 4) The student may request to review any graded test but the exam paper and/or questions cannot be removed from the department, photocopied or be copied in any other manner. Online BB exams, students cannot take photos or make copies of the exam and/or share that information with anyone.

## GRADING

- 1) The student's final grade for courses will be based on the averaging of the module (unit) exams and how presented on the first day of class as described in the course syllabus or per the instructor.
- 2) Extra credit activities are **not** incorporated into course grading. However, seniors are given the opportunity to have 5 points added to an exam(of the instructor's choosing) in a senior spring semester course other than RAD 295, (of the student's choosing), if the student participates fully in the "Convocation Day" event and meets all requirements of this extra credit activity. Information will be shared in the RAD 295; Seminar in Radiography course.

## ACADEMIC HONESTY

- 1) All students are assumed to be honest. Academic dishonesty (such as but not limited to cheating and plagiarism) is considered unethical and is highly unprofessional.
- 2) Any student who has received or given any unauthorized assistance to another student during an exam or other testing procedure is an act of misconduct and considered cheating.
- 3) A student who commits an act of misconduct will receive a "0" for that exercise only. Students who commit a second offense will fail the entire course and risk dismissal from the college.

## Classroom Environment

- ↪ Questions and discussions are encouraged during class lectures. However, students are expected to conduct themselves responsibly at all times. Talking while someone else is speaking can be distracting to the instructor and other students and may result in the loss of important information. **Please show respect!**
- ↪ Cell phones and electronic devices are **not** to be in students' pockets, on desks or on tables during classes and lab sessions (they are not allowed on your person). Phones are to be turned-off or silenced during class, and kept with other student belongings. Students are *not* allowed to take photos during labs.

⇒ Any classroom behavior considered disruptive to the teaching-learning process will ***not*** be tolerated.

Examples include but are not limited to:

- Having cell phones, recording devices, or electronic devices on and/or out during class (or zoom)-time
- Receiving/sending cell phone calls, or text messages during class no matter what is going on in class
- Taking photos during classes/labs/clinics/meetings with faculty/staff
- Leaving class to accept or make phone calls/accept or send text messages
- Leaving class early or coming to class habitually late
- Talking out of turn
- Doing assignments for other classes
- Sleeping
- Engaging in other activities that detract from the classroom learning experience
- Conversation with others during class time
- Engaging conversations continually with other people nearby while in attendance of a zoom class/s
- Doing any other activity (i.e. driving or riding in a car, taking dog for a walk, shopping, etc.) during a zoom class.

⇒ **The instructor may exclude from the course, any student who in the instructor’s judgment, has seriously impaired the ability of the class to achieve the objectives of the course, or who is guilty of offensive conduct toward the instructor or other members of the class.**

### **Use of Classroom/Lab Computers**

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⇒ Students are ***not*** to use classroom/lab computers unless it relates to a classroom or lab activity **and** they have received PRIOR permission from the instructor.

⇒ Due to COVID-19: Students must have a computer, laptop for course work/exams, assignments, etc. should remote learning be suddenly required.

Students are not to use their phones, chromebook, ipad, etc. for course work and/or exams/assignments.

⇒ Students are to have a working camera and microphone during zoom classes or meetings (faces are to be seen and students attention and participation is required)

⇒ If you do not have a computer or laptop, you are responsible to go to campus and utilize one from the many labs available.

- Campus Labs Schedule: <https://www2.sunybroome.edu/its/campus-labs/>
- Reserve a Study Room: <https://sunybroome.info/library/reserve-study-room>

### **Children On Campus**

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- 1) The college strictly prohibits bringing children to class or allowing them to remain unattended anywhere on campus.
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### **The instructor reserves the right to change the syllabus if deemed necessary**

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I acknowledge that the course syllabus for RAD \_\_\_\_\_ has been fully explained. I understand and agree to abide by the course policies as outlined above.

\_\_\_\_\_  
Student’s signature

\_\_\_\_\_  
Date

(In lieu of reducing paperwork, with online courses, students may be asked to acknowledge the course syllabus in the “Discussion Area” of the Brightspace course which will be archived.)

**SUNY BROOME  
COMMUNITY COLLEGE  
RADIOLOGIC  
TECHNOLOGY  
PROGRAM**

***APPROXIMATE PROGRAM COSTS AND FEES  
DURING THE 2 YEAR PROGRAM***

ARRT Exam Application Fee	+/- \$225.00
New York State License Application Fee	+/- \$120.00
RAD Kit (2-Sets Of Lead Markers w/initials and ID Name Badge Reel	+/- \$ 50.00
Textbook Bundles (Freshmen Yr. + Senior Yr.)/Corectecreview/ASRT Student Membership	+/- \$1150.00
Trajecsys: Clinical Electronic Record Database	+/- \$150.00
2 Sets of Uniforms (annually) and Shoes	+/- \$300.00
CPR (TotallyOnline Classes are Not Accepted!)	+/- \$115.00
2-Annual Physical Examinations (dependent upon insurance)	+/- \$280.00
TB (TST)	+/- \$ 10.00
Annual Flu Shot	+/- \$ 30.00
Hepatitis Immunizations** (Variable Costs)	+/- \$150.00
Vaccinations (MMR)	+/- \$ 60.00
Transportation- (~ estimation for 2 years in travel if paying about \$50.00 /week in gas)	+/- \$2900.00
Radiation Monitoring Devices***(Lab & Clinical) <b>(\$270/1st year, \$245/2nd year: fees are based upon rates charged by the dosimetry provider and may change without notice)</b>	+/- \$515.00
<b>TOTAL APPROXIMATE EXPENSES FOR 2 YEARS</b>	<b>+/- \$ 6055.00</b>

**\* These fees are in addition to tuition and college fees. For information on college fees, please refer to the college online catalog.**

**\*\* Hepatitis immunizations may be provided at a lower cost at Broome County Health Department, Front Street, Binghamton, NY**

**\*\*\* Pregnancy Policy: additional fee charged for required fetal dosimeter badge (1 for clinic and 1 for lab)**

**\*\*\* Additional fee charged for replacement if student loses or damages dosimetry monitor**

**KEY TO INCREASED STUDENT SUCCESS IN  
THE RADIOLOGIC TECHNOLOGY  
PROGRAM**

The Radiologic Technology Program prepares the student for entry into the practice of a professional registered radiologic technologist. Following successful completion of the program prerequisites and acceptance into the Radiologic Technology Program, the student is eligible to enter the two-year program. At completion, the student earns an Associate in Applied Science degree.

**The program is both academically and clinically rigorous and demanding. To ensure success, the following is suggested:**

1. Ability to speak, read, write and be tested in the English language fluently and proficiently at a college level. If English is not your first language, we suggest course work in ENG 107/ENG 108.
2. Taking learning skill courses in study management, memory/exams, test mastery and listening/notetaking or college success. If helpful, reach out to the ARO department and seek a text-reading software if you feel you need it. **Follow through with Starfish!**
3. Forming and working in study groups. Considered utilizing “CircleIn” with classmates. Be prepared to spend approximately 3 hours of reading and study for each 1 unit of class.
4. Good organization and priority setting skills.
5. Having *reliable* transportation for class and clinical assignments. A *reliable* car or have a contingency backup plan.
6. Having dependable child-care and backup or sick-child-care arranged for class and clinical days.
7. Planning to put in clinical hours as assigned in the program.
8. Applying for available financial aid through the Financial Aid Department.
9. **Exploring and utilizing campus support services available including:** Counseling and Student Development, Learning Assistance Center, tutoring, supplemental instruction, Health Services, Starfish, Financial Aid, Computer Laboratory, Academic Coach-Student Success Coach, Tutoring, etc.
10. Considering not working full-time or day shift due to classroom and clinical attendance schedules.
11. Being clean and sober of all drugs and alcohol. Having good physical and mental health and the physical ability to work and do physical hands-on lifting and care for patients in the hospital setting.
12. **Good self-care, stress management and relaxation skills.**
13. **If a grade of F or I appears on a mid-semester report, meet with your professor as soon as possible to develop a plan to pass the course.**
14. **Students will address faculty as:** The Health Science Division supports the Radiologic Technology Program in requesting that all students in the program address the faculty as “Professor ...(Professor’s last name)”.

## STUDENT RECORDS

A master file for the student will be maintained in the department secretary's office, lab, and D226. Other secured file areas will contain other pertinent student information related to their application, test scores, transcripts, health form, ARRT competency gold sheets, and other data required for evaluation for admission and program progress based on the college/program's retention filing.

The Registrar's office will maintain all permanent transcripts. Radiation exposure records are kept indefinitely by the program. Quarterly radiation exposure records are made available to students to be initialed and documented with results.

Students may review their file by providing a 30-day notice and only under direct supervision of the Program Director or authorized faculty member.

All student records are confidential. Only personnel authorized by the Program Director will have access to student evaluations and records within the program.

(Revised 7/2004, 4/2007, 6/2012, 8/2014, 8/2015, 8/2017, 8/2022, cd)

### FERPA

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

The Family Educational Rights and Privacy Act of 1974 was passed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. The federal law includes provisions for disclosure of Directory information by educational institutions.

SUNY Broome Community College refers to the Buckley Amendment in the College Student Handbook and provides a list of procedures for the student to follow concerning this amendment. At SUNY Broome Community College, the repository for student records is in the Office of the Registrar.

A student in attendance at SUNY Broome Community College shall, upon request, be able to view his/her educational records at the Office of the Registrar within 45 days of the date of said request. This request must be made in the Office of the Registrar.

Please refer to the College Student Handbook for additional information on the Buckley Amendment.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain right with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." If a student wishes to allow a parent/guardian to have access to their records they may sign a written permission form available in the Registrar's office.

# RADIATION SAFETY POLICY AND PROCEDURE



## RADIATION PROTECTION & MONITORING

Faculty and students are expected to exercise sound radiation protection practices at all times. At no time should a faculty/student participate in a procedure that exhibits unsafe protection practices. It is every faculty's/student's personal responsibility to practice sensible radiation hygiene whenever ionizing radiation is being employed. This practice includes employing TIME, DISTANCE, SHIELDING & BEAM RESTRICTION to reduce overall radiation exposure to patients, self and others.

### RADIATION MONITORING DEVICE

1. **Monitoring Badges:** SUNY Broome Community College will provide quarterly monitoring services to all faculty/students through the campus bookstore. Cost of monitoring badges is found on the "Approximate Program Costs and Fees" page.
2. \*In compliance with JRCERT Standards, all faculty/students are required to wear their dosimetry badges during any x-ray labs in the energized lab area (D315). If any faculty/students do not have their dosimetry badge, they must utilize one of the department's digital monitors and record date/time/any readings, etc. on dosimetry log. These readings will be maintained for lifetime with the Landauer reports located in the Program Director's office.
3. Faculty/students are required to wear radiation monitoring devices during labs (D315) and at the clinical affiliations. **No** faculty/students will be allowed to participate in activities in the x-ray lab (D315) or clinical affiliation if: (1) he or she is not wearing a monitoring badge, or (2) he or she is wearing an outdated monitoring badge.
4. The faculty/student is responsible for changing the monitoring badge at the required time each month or quarter.
5. Each faculty/student must see and **initial** quarterly clinical and lab monitor reports. (The reports will be presented to the faculty/students on a timely basis).
6. If a monitoring badge is lost or damaged, please fill out the appropriate report.
7. Should a faculty/student badge be exposed or a radiation monitoring incident occur, please fill out the appropriate form and turn this in to the program director or clinical coordinator so accurate records may be maintained.
8. Each student is responsible to maintain his/her individual Dosimetry Record in their clinical and lab notebooks. SUNY Broome Community College will store "quarterly monitoring records" indefinitely.

9. At the completion of the program, the student will receive a letter stating his/her lifetime total accumulated radiation which should be provided to your employer. This will help maintain accurate personal records. Typically this letter will be sent out after the last dosimeter report comes back to the program. This can be mid-summer to early fall post-graduation.
10. The faculty/student has full responsibility for having the monitoring badge with him/her during x-ray labs (D315) and/or clinical affiliations. No faculty/student will be allowed in lab or clinical duty without a monitoring badge. Any time missed from lab or clinical education for this reason will be counted as an unexcused absence.
11. Any accidents with the badge or loss of the badge must be reported immediately to the college (Program Director).
12. All faculty/students will follow the ALARA principle.
13. **Radiation protection of the patient is a responsibility of the faculty/student.**
14. Once a student graduates from the program, he/she will return their individual dosimeters/ID badges to the Program Director. If a student shall fail a RAD course and/or be dismissed from the program, the student will return their individual dosimeters/ID badges to the Program Director immediately. There is No Refund for Dosimeters due to graduation, failing a RAD course, and/or dismissal from the program. The dosimeter is deactivated and returned to Landauer by the Program Director/Department RSO.

**Under no circumstances would faculty/students hold patients during any radiography or fluoroscopy examinations. Failure to comply with this regulation will result in the following:**

<b>First Offense:</b>	<b>Written Warning</b>
<b>Second Offense:</b>	<b>Students' clinical grade lowered one whole letter grade</b>
<b>Third Offense:</b>	<b>Dismissal from the Radiologic Technology Program</b>

(Revised 7/04; 7/05, 5/08, 8/14)  
(Reviewed 6/12, 8/14, 8/15, 8/16, 8/17, 8/22, cd)

# Clinical Dosimetry

## Record

STUDENT:

YEARS: 2023-2025

MONTHS	Quarterly CURRENT DEEP DOSE	Quarterly CURRENT SHALLO W DOSE	YEARTODATE DEEP DOSE	LIFE TIME DEEP DOSE
October to December				
January to March				
April to June				
July to September				
October to December				
January to March				
April to June				

\*Anytime a student's quarterly deep dose exceeds 50 mr, the student will be counseled.  
(50mr = 0.05r = 0.0005Sv = 0.5mSv)



# LAB Dosimetry

## Record

STUDENT:

YEARS: 2023-2025

MONTHS	Quarterly CURRENT DEEP DOSE	Quarterly CURRENT SHALLOW DOSE	YEARTODATE DEEP DOSE	LIFE TIME DEEP DOSE
August to September				
October to December				
January to March				
April to June				
July to September				
October to December				
January to March				
April to June				

\*Anytime a student's quarterly deep dose exceeds 50 mr, the student will be counseled.  
(50mr = 0.05r = 0.0005Sv = 0.5mSv)

## “Rules Utilizing the Energized Radiology Laboratory at SUNY Broome”

**Purpose:** These rules were assembled in order to assure safety and appropriate usage of the energized radiology laboratory. The following rules and procedures are to be strictly adhered to by all faculty and students. The purpose of the energized radiology laboratories is to facilitate instruction and preparation for clinical only.

**Description:** The radiology lab is located in Decker 315. It consists of 3 x-ray units; a 2015, DR X Ascend system, a 2018 Shimatzu (Cannon DR), and a 2007 Pausch (tethered DR-Cannon) unit. Each unit consists of a generator, control panel, bucky table, wall bucky, numerous positioning aid devices, radiation protection devices, and digital imaging plates. We have a Carestream and FUJI CR system, A non-energized GE,7700 C-Arm unit, and a GE AMX-4 non-energized Portable unit and a Dry-Laser Printer.

### Rules & Procedures:

1. The door to the laboratory shall remain locked at all times, except at the discretion of the instructor.
2. **NEVER** make energized exposures with any person in the x-ray room.
3. Everyone must be in the control area with the x-ray room door closed prior to any radiographic exposures. No exposures will be taken that exceed tube capacity.
4. No student shall take an exposure without a “Registered/Licensed Radiologic Technologist” present. Locks are on the circuit breakers to prevent exposure without proper supervision. If a student breaks this rule, he/she will be immediately dismissed.
5. **DO NOT** remove anything from Decker 3 1 5 Laboratory (i.e. equipment, books,etc.).
6. **No Food or Drinks** are allowed in the laboratory or near any computers/printer in the lab.
7. **Students are forbidden** to take any x-ray exposures on another human being (including themselves) in the laboratory. If this occurs, the student or students involved will be breaking departmental policy and state regulations, and could subject themselves to immediate dismissal from the program.
8. Students are forbidden to hold any radiographic phantoms during x-ray exposures.
9. Students **MUST** be careful handling all equipment, especially the new DR Wireless Plates. Be Cautious **NOT TO DROP THEM!**
10. Any accidents must be reported to the supervising faculty member immediately, no matter how minor. Equipment usage will discontinue until the situation is repaired.
11. Students must clean up and pick up at the end of their scheduled labs prior to leaving. This may include, but is not limited to turning on and shutting down any and all equipment, computers/monitors, and the automatic processor.
12. All Students/Faculty **MUST** wear a Lab Dosimeter when exposures are being taken in the lab.
14. Any violations of rules, procedures, or unauthorized use of the energized radiology laboratory will result in disciplinary action and/or possible immediate dismissal from the program.

(Revised 6/13, 8/14, 8/15, 8/17, Reviewed 8/19, revised 8/20, 8/22, cd)

## RADIATION SAFETY RULES FOR CLINICAL EXPERIENCE

The following rules have been established for your protection against ionizing radiation during hospital and clinical observation and procedures. These rules are established for the student and must be strictly adhered to. **These rules are mandatory and must be followed without exception.**

1. **Personnel Monitoring Badge:** A personnel monitoring device **must** be worn by all students and instructors when operating radiographic equipment in the x-ray labs (D315) and the clinical education centers. It is the student's responsibility to turn in the badge monthly or quarterly for interpretation. **A monitoring badge must be worn at all times during hospital observation, x-ray labs (D315) and clinical education.** If protective aprons are used, the badge must be placed above the apron at the collar so that any radiation reaching any part of the body will be recorded.
  - a. A faculty/student may not participate in x-ray labs (D315) or clinical education without a personnel monitoring device. Lost or misplaced badges must be replaced before the faculty/student is allowed to attend x-ray lab (D315) or clinical education.
2. **Specifically, a faculty/student must not hold or support a patient during an exposure, nor will the faculty/student hold or support a cassette during an exposure.**
3. During activation of the tube, the faculty/student must not be in a direct visual line with either tube or patient. The faculty/student may not observe the patient exposure from an adjacent room or hall unless through a lead glass protective window. The faculty/student must not view around a door nor through a crack between door and wall.
4. During an exposure or procedure, the faculty/student will not place themselves directly in line with the central ray, even if they are wearing a lead apron, and even if lead shield is interposed between the tube and themselves. The tube must in all cases be pointing away from the faculty/student's body.
5. Under no circumstances will the faculty/student permit themselves or fellow students (or any other human being) to serve as patients for test procedures or experimentation. This includes any modality as well as diagnostic imaging.
6. During fluoroscopic procedures, the following procedures will prevail:
  - a. A lead protective apron will be worn at all times or remain behind a lead protective screen and not in visible line with either tube or patient.
  - b. The badge will be worn as noted above.
  - c. Stand as far from the patient and tube as possible, consistent with the conduct of the examination.
7. When observing and/or performing radiographic procedures in surgery, the following will prevail:
  - a. A lead (pb) apron will be worn.
  - b. A personal monitoring badge will be worn.
  - c. Stand as far from the patient and tube as practicable.

- d. Stand so that the central ray is pointing away from the faculty/student's body.
  - e. Observe all regulations that apply to work in surgery, such as sterile fields, wearing surgical garments, etc.
8. When observing and/or performing radiographic portable procedures in rooms occupied by patients, the rules under #7 a, b, c, and d apply. In addition, during actual exposure, the faculty/student must step outside the room if the student cannot stand at least six feet (length of cord) from the patient.
  9. If in doubt about particular procedures or practices regarding radiation safety, contact the program director or the clinical instructor for clarification of instructions.
  10. Always utilize collimation and strive to demonstrate 1/4" border on all diagnostic images. Students are not to mask any unnecessary anatomy acquired on an image.
  11. The occupational dose limits as recommended by the Nuclear Regulatory Committee and Part 16 of the New York State Department of Health.
  12. Radiation dosimeter badges will be changed quarterly in compliance with dosimetry services. Resultant reports will be reviewed by the Program Director and the Department Radiation Safety Officer (RSO) Representative.
  13. After review of the report, faculty/students will initial the dosimeter report indicating that they have reviewed their dosage record. Students must also keep record of their dosimetry readings in their clinical and lab notebooks.
  14. The Program Director and Department Radiation Safety Officer will investigate all instances in which dose limits are exceeded. **SUNY Broome's excessive dose limit is any single quarterly reading of 50 mrem or above.** Students that receive excessive radiation exposures are counseled to help determine the cause of the exposure, given guidance with appropriate course of action, and the students' radiation protection practices are monitored and reviewed by the RSO.

Area	Annual Limits in Rems	MilliSieverts
Whole Body	5 rem/yr	50 mSv/yr (deep dose equivalent)
Extremities	50 rem/yr	500 mSv/yr (shallow dose equivalent)
Skin	50 rem/yr	500 mSv/yr (shallow dose equivalent)
Lens of Eye	15 rem/yr	150 mSv/yr (lens dose equivalent)
Embryo/Fetus	0.5rem/gestation	5 mSv/gestation

## PREGNANCY POLICY

Accordingly, the National Council on Radiation Protection and Measurement (NCRP) has recommended that the total dose equivalent to the embryo/fetus from occupational exposure of the expectant mother not exceed 5 mSv (NCRP Report No. 53), and that once the pregnancy is known, exposure of the embryo/fetus not exceed 0.5 mSv in any month (NCRP No. 91). It is recommended by the NCRP that persons involved in the occupation may declare pregnancy. The declared pregnant person may withdraw that declaration at any time. Through proper instruction of all safety precautions, it can be possible to limit all occupational exposure to under 5.0 mSv per year and prevent embryo-fetal levels from being surpassed.

Students enrolled in the Radiologic Technology Program are instructed in proper safety precautions and personnel monitoring prior to being admitted to any ionizing radiation area. Students are required to abide by **ALL** safety precautions and the importance of keeping exposure as low as practical through a combination of time, distance and shielding is stressed.

Due to the number and variety of courses in the curriculum and the importance of maintaining a rotation schedule through the various assigned areas without interruption, students enrolled in this program are encouraged **NOT** to become pregnant during the two years of their schooling. However, should any faculty/student suspect pregnancy, they may declare pregnancy to the Program Director. (See New York State Declared Pregnancy Policy, SUNY Broome's Radiologic Technology Program Policy Manual, 10 NYCRR, Part 16 - Dose to Embryo/Fetus and the NRC Declared Pregnant Worker Policy posted on the Program laboratory bulletin board.) Faculty will follow declared/undeclared policies the same.

Upon confirmation of pregnancy, the student may:

1. A pregnant student has the option of whether or not to inform program officials of her pregnancy.
2. If a student chooses to inform program officials of pregnancy, please complete the "Declaration of Pregnancy Statement".
3. One of the following options may be chosen for continuance in the program by the declared pregnant student:
  - a. Continue the program without modification or interruption.
  - b. Leave of absence.
  - c. Withdrawal from clinical rotations with continued participation in didactic instruction.
  - d. Continued full-time status with limited rotations, excluding fluoroscopy, surgery and portables. (This option may necessitate an additional semester in order to complete the objectives of the Radiologic Technology Program)
  - e. Note: some of these options may or will necessitate additional time in the program prior to completing graduation requirements.

**Once the declared pregnant student chooses one of the above options, it must be written/signed/dated on the "Acknowledgement of Radiation Risk During Pregnancy" form.**

4. Counsel with program faculty and radiation safety officer regarding the nature and potential radiation injury associated with in utero exposure, the regulatory limits established by the NCRP and the required preventative measures to be taken throughout the gestation period.

5. Submit in writing a Declaration of Pregnancy Statement and the decision to remain in the program, dependent on the above, or resigning from the program. Submit a statement acknowledging she has been counseled as to possible risks involved should she continue the program. If resignation is the choice, no other action is indicated.
6. A due date will be documented at the time of declaration of pregnancy. All declared pregnant students will be considered undeclared once the gestation period is complete. If at any time the declared pregnant student chooses to undeclare, she must do so by officially signing and dating the decline pregnancy statement.
7. A leave of absence will be reviewed on an individual basis by the program faculty committee dependent on the physician's recommendation. Due to the sequential nature of the program, this is not always possible.
8. Be required to attend the regular class schedule only, with clinical objectives to be met after delivery, should her physician recommend this action. Due to the sequential nature of the program, this is not always possible.
9. Be required, if maintaining **full-time status**, to abide by the following:
  - a. Strict adherence to **ALL** safety precautions for protection purposes.
  - b. Submit statements from her physician as to any changes or problems in her pregnancy and advisability of continuation full time.
  - c. Wear 2 personnel monitoring devices, one on collar and one on abdomen for fetal monitoring for both clinical and lab. Readings will be monitored closely by the radiation safety officer. Declared Pregnant student is responsible for the charge for the fetal monitoring devices for both clinical and lab.
  - d. At any time the pregnant student feels she is working in an unsafe area or under conditions she feels detrimental to herself or fetus, stop immediately and report to the clinical instructor.
  - e. At no time and for no reason will the pregnant student place herself in the primary beam of radiation.
10. Be informed that, dependent on type of course(s), degree of difficulty of the course(s), her academic standing and length of time out, she may be required to retake the course(s) in their entirety.
11. **Be required to complete upon her return, if space is available in the program, all clinical competencies and rotations missed or not completed prior to and during her maternity leave. In addition, she will be evaluated by the program faculty in those clinical competencies completed prior to her time out and will be subject to participation for review purposes should the faculty deem it necessary.**
12. Return to full-time status as soon as possible after delivery, but only on the express written permission of her physician. At this time, the student will then be “undeclared” and upon returning to the program she must sign and date the “decline pregnancy” statement.
13. **The student must complete, upon her return, ALL requirements for graduation, including length of time in the program, required courses and clinical competencies and rotations.**

**In accordance with the New York Codes, Rules and Regulations, Title 10; Based on Part 16 of the New York State Public Health Law Regarding Dose to the Embryo/Fetus:**

- At SUNY Broome Community College, a female radiologic technology faculty/student has the right to decide to voluntarily **“Declare Pregnancy.”**
- If she declares pregnancy, it need not be medically confirmed.
- Voluntary Means her declaration can be withdrawn at any time.
- Once declaration of pregnancy occurs, the faculty/student will purchase a fetal dosimeter for both clinical and lab and the embryo/fetus dose will be recorded from declaration until withdrawal of said declaration.
- The embryo/fetus dose record will not be forwarded to the new employer unless the declared pregnant worker (DPW) requests the information to be sent.

In accordance with Part 16 of the Public Health Law, the following will be adhered to for a **“Declared Pregnant Student”**:

- 1) The licensee or registrant shall ensure that the dose to an embryo/fetus during the entire pregnancy, due to occupational exposure of a declared pregnant woman, does not exceed 5 mSv (0.5 rem)/gestation. (This includes both clinical and lab exposures)
- 2) The licensee or registrant shall review past exposure history and adjust working conditions so as to avoid a monthly total effective dose equivalent of more than 0.5 mSv to the embryo/fetus of a declared pregnant woman.
- 3) The dose to an embryo/fetus shall be taken as the sum of:
  - ii.) The deep dose equivalent to the declared pregnant woman during the entire pregnancy period; and
  - iii.) The dose to the embryo/fetus from radionuclides in the embryo/fetus and radionuclides in the declared pregnant woman during the entire pregnancy period.
- 4) If by the time the woman declares pregnancy to the licensee or registrant, the dose to the embryo/fetus exceeded 4.5 mSv (0.45 rem), the licensee or registrant shall be deemed to be in compliance with paragraph (1) of this subdivision if the additional dose to the embryo/fetus does not exceed 0.50 mSv (0.05 rem) during the remainder of the pregnancy.

(Revised: 6/11, 8/14)  
(Reviewed 6/12, 8/14, 8/15, 8/16, 8/17, 8/21, 8/22, 8/23 cd)

**SUNY BROOME COMMUNITY COLLEGE**  
**Binghamton, New York**  
**RADIOLOGIC TECHNOLOGY PROGRAM**  
**Acknowledgement of Radiation Risk During Pregnancy**

Student \_\_\_\_\_ Student B# \_\_\_\_\_

Date of declared pregnancy: \_\_\_\_\_

Due date: \_\_\_\_\_ (Once the gestation period is complete or if the student chooses to “undeclare” then she must sign and date the “decline pregnancy” statement.

Reviewed student pregnancy policy with Program  
Director Date reviewed: \_\_\_\_\_

Conference with Clinical Coordinator to discuss schedule revision if necessary (attach information) Signature of Clinical Coordinator: \_\_\_\_\_

Radiation safety regulations reviewed with Radiation Safety Officer:  
Signature of Radiation Safety Officer: \_\_\_\_\_

Both Clinical and Lab Fetal Dosimeter badges ordered? Yes \_\_\_\_\_ No \_\_\_\_\_

As a Declared Pregnant Student, I acknowledge that I have the right to choose one of the following options as my direction for continuance in this program, noting that some of these options may or will necessitate additional time in the program prior to completing graduation requirements:

- A. Continue the program without modification or interruption.
- B. Leave of absence.
- C. Withdrawal from clinical rotations with continued participation in didactic instruction.
- D. Continued full-time status with limited rotations, excluding fluoroscopy, surgery and portables.

**My choice for Status in this Program is option ( ): \_\_\_\_\_**  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_ do hereby acknowledge that I have received information from \_\_\_\_\_ regarding my responsibilities during my pregnancy to protect my unborn fetus from unnecessary exposure to radiation.

My signature also indicates that I may undeclare my pregnancy at any time I deem necessary.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Date



**SUNY BROOME COMMUNITY COLLEGE**  
**Binghamton, New York**  
**RADIOLOGIC TECHNOLOGY PROGRAM**  
**DECLARATION OF PREGNANCY**

I, \_\_\_\_\_, have read the information presented in the *Technical Bulletin, Radiation Safety Considerations for the Declared Pregnant Woman* on \_\_\_\_\_ (Date Completed). Please answer the following questions:

1. Define a declared pregnant woman:
2. Where should the clinical and lab monitoring badges be worn for the fetal dose?
3. What is the dose limit for a declared pregnant woman to the embryo/fetus and how long is the lower dose limit in effect?
4. Have you declared your pregnancy in writing? Is the declaration mandatory?
5. Do you have the right to undeclare pregnancy at any time?
6. How shall you undeclare your pregnancy?
7. Who has discussed the program pregnancy policy with you?
8. Do you have any questions?

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

\_\_\_\_\_  
**Date of Declared Pregnancy**

-----  
**Decline Pregnancy:**

I, \_\_\_\_\_ undeclare pregnancy as of \_\_\_\_\_(date).

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

\_\_\_\_\_  
**Program Director**

\_\_\_\_\_  
**Date**

RAD TECH Manual Revised  
8/2015,8/2017, Reviewed  
8/2022, cd

# **“RADIATION PROTECTION ”**

## **Reminder for ALL SUNY BROOME COMMUNITY COLLEGE RADIOLOGIC TECHNOLOGY STUDENTS!**

- 1) All SUNY Broome Community College Radiologic Technologist Student MUST have a Lead Apron on during any Portable (mobile or C-arm) exposures.
- 2) No SUNY Broome Community College Radiologic Technologist Student shall hold a patient during an exposure.
- 3) No SUNY Broome Community College Radiologic Technologist Student shall take an exposure while a patient is being held.
- 4) No SUNY Broome Community College Radiologic Technologist Student shall hold an image receptor during an exposure.
- 5) All SUNY Broome Community College Radiologic Technologist Student will abide by Direct/Indirect/ Direct Supervision on Repeating Images Policies and if applicable; the Remedial Direct Supervision Policy.

## **“Know The Rules!”**

## **“No Excuse”**

**SUNY Broome Community College**  
***Radiation Safety Review of Exceeding Program Threshold***

\_\_\_\_\_ has exceeded the maximum dose equivalent of 0.5 mSv (50mrem) during the following quarter/yr: \_\_\_\_\_ / \_\_\_\_\_, in Clinical/Lab (circle one or both). The dosimeter report has been reviewed and signed by the student. The student has been given a radiation safety review and can describe means in which to adhere to the concept of ALARA and understands the importance of practicing proper radiation safety measures.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department RSO Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clinical Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director's Signature

\_\_\_\_\_  
Date

(Revised: 8/14, 8/15, 8/16, 8/17, 8/19, 8/21,  
Reviewed 8/22, 8/23 cd)

**SUNY Broome Community College**  
***Received a High Radiation Dosimetry Report***

According to the Dose Limit (DL) guidelines you are allowed to receive 0.05 Sv /year whole body (DDE), 0.15 Sv /year to the lens of the eye (LDE), and 0.5 Sv/year to the skin (SDE). This translates to: DDE= 4 mSv, LDE = 1250 mSv, and SDE = 40 mSv per month.

However, based on the ALARA concept, you should keep your dose as low as possible. In keeping Safety here at the college, it is necessary to follow the ALARA concept.

---

Name: \_\_\_\_\_ Faculty/Student (B#) \_\_\_\_\_

Monitoring Period: \_\_\_\_\_

DDE \_\_\_\_\_ LDE \_\_\_\_\_ SDE \_\_\_\_\_

Clinical Assignments:

Hospital \_\_\_\_\_

Rotations \_\_\_\_\_

Lab Assignments:

Course \_\_\_\_\_ Room/s \_\_\_\_\_

- Where (on your body) did you wear your badge?
- Where did you store your badge when you were not wearing it?
- Has your badge been lost or misplaced during this exposure?
- Could your badge have been accidentally exposed while on an apron?
- Have you held a patient (or patients) during this exposure period?
- Did you wear an apron when performing portable radiography?
- Did you wear an apron during OR (surgical procedures)?
- Did you wear an apron during fluoroscopic procedures?

- [ ] Where did you stand during fluoroscopic procedures?
- [ ] Where did you stand when exposing the portable machine?
- [ ] What do you think may have accounted for this higher than normal exposure?
- [ ] What changes can be made to lower this exposure reading in the future?

I understand that this policy is to help me practice within the guidelines of the Radiologic Technology Program and New York State Department of Health.

---

Faculty/Student's Signature

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Date

---

Program Director's Signature

---

Date



**SUNY BROOME COMMUNITY COLLEGE  
RADIOLOGIC TECHNOLOGY PROGRAM  
DOCUMENTING A RADIATION DOSIMETER “INCIDENT” REPORT**

Name: \_\_\_\_\_ Clinical/Lab (circle one or both)

Faculty/Student (B#) \_\_\_\_\_ Date of Incident \_\_\_\_\_

Was the badge being worn at the time of the incident? \_\_\_\_\_ Yes \_\_\_ No

Nature of the incident: (Give specific time, place and circumstances.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Faculty/Student: \_\_\_\_\_ Instructor: \_\_\_\_\_

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

\_\_\_\_\_

Radiation Recorded: \_\_\_ Yes \_\_\_ No Exposure in mSv: \_\_\_\_\_

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

Faculty/Student: \_\_\_\_\_ Instructor: \_\_\_\_\_

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

\_\_\_\_\_

I authorize SUNY Broome Community College to request the exposure reading for the period of \_\_\_\_\_ to be removed from my permanent exposure record. I understand that some or all of the recorded exposure may represent PERSONAL exposure during the monitoring period.

Date: \_\_\_\_\_ Faculty/Student Signature: \_\_\_\_\_

I authorize SUNY Broome Community College to keep the above exposure reading for the period of \_\_\_\_\_ on my permanent record. I understand that some or all of the recorded exposure may represent NO PERSONAL exposure accumulated during the monitoring period.

Date: \_\_\_\_\_ Faculty/Student Signature: \_\_\_\_\_

(Revised 7/04, 8/14, 8/19, 8/21)  
(Reviewed 6/12, 8/14, 8/15, 8/16, 8/17, 8/19, 8/22, 8/23 cd)

**REQUEST & RELEASE OF PRIOR DOSIMETRY RECORDS**

Any faculty and/or student in the SUNY Broome Community College Radiologic Technology Program, that has a prior dosimetry record at another facility, must inform the Program Director immediately. He/she must then fill out a "Request & Release of Dosimetry Form" to be sent to the site so the record may be sent to the Program Director/RSO (Radiation Safety Officer of the Program) and thus, be combined/filed with our lifetime dosimetry records.

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

**RE: REQUEST & RELEASE OF DOSIMETRY RECORDS**

The worker identified below has indicated they were monitored for occupational radiation exposure while employed at your facility. The worker is requesting a release of his/her records to our Radiologic Technology Program. For your convenience, the requested information may be mailed or faxed to the contact information listed below.

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

(Please provide the last name you were monitored under if different)

Employer: \_\_\_\_\_

Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Mail to: Colleen Donahue, M.S., Ed., R.T. (R) (MR)/Program  
Director SUNY Broome Community College  
DeckerBuildingD217B  
907 Front Street  
Binghamton, New York, 13905

Or Fax To: 607-778-5467, Attn.: Colleen Donahue/Radiologic Technology Program

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**Worker Authorization**

I, \_\_\_\_\_ hereby authorize the employer identified above to release my previous radiation history.

Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Revised 8/2019,  
reviewed: 8/2021,  
8/2022, 8/2023 cd)



**Letter/Lifetime Radiation Accumulation**

To Whom It May Concern:

\_\_\_\_\_, was a student in the Radiologic Technology program at SUNY Broome Community College from \_\_\_\_\_ to \_\_\_\_\_.

During this time the student was associated with the program in a capacity which required radiation monitoring during clinicals and labs.

Our radiation dosimetry records indicate that the above-named individual received the following lifetime dose equivalent radiation exposures during this period:

Lifetime	mrem	mSv
Deep (DDE)		
Eye (LDE)		
Shallow (SDE)		

Very truly yours,

Colleen M. Donahue, M.S., Ed., R.T. (R)  
 (MR), Program Director/Department  
 Chairperson Radiologic Technology  
 Program

CMD:mks

RAD TECH Manual Revised  
 8/2015,8/2017, 8/2022, cd

## **MAGNETIC RESONANCE IMAGING (MRI) SAFETY POLICY**

Students enrolled in the Radiologic Technology program at SUNY Broome Community college must complete a mandatory rotation through the imaging modalities, including but not limited to, Magnetic Resonance Imaging (MRI). MRI uses a large magnet and radiofrequency waves to obtain an image, therefore there are possible risks to individuals who may have certain metal or ferrous implants.

Students and faculty members must complete the following to observe in the MRI department:

1. Attend MRI safety powerpoint presentation and discussion during the fall semester of freshman year (Faculty must attend biannually).
2. Read and understand the "Magnetic Resonance Imaging (MRI) Safety Information" sheet during the fall semester of freshman year. Student is responsible to sign this form stating they have attended the MRI safety presentation as well as read the Magnetic Resonance Imaging (MRI) Safety Information sheet (Faculty must attend biannually).
3. Read and complete the "Radiologic Technology MRI Screening Form" during fall semester of freshman year. Review form with clinical coordinator or department chair, and sign screening form.
  - a. This form will be filled out again at the end of the spring semester freshman year.
  - b. It is the responsibility of the student to inform clinical coordinator or department chair of any changes or updates to this form. Students are mandated to notify the program of any change of status or screening changes (per JRCERT).
  - c. Faculty must be re-screened biannually or sooner, to update recent medical/surgical history.

In addition to the steps needed to allow a student/faculty to observe in the MRI facility students/faculty must also be aware that they will need to fill out an additional screening form that is specific to the hospital or clinical site where they are observing. The facility needs a screening as a record and may file the individual's screening form for their records. If the student/faculty member is not going into the MRI scan room, but is staying in MRI control, they may not need to fill out a hospital/clinic specific screening form.

Students and faculty should follow MRI department policies and procedures, regarding screening, entering the MRI room, emptying pockets, metal removal, etc.

After individual completes the SUNY Broome's "Radiologic Technology MRI Screening Form," it must be discussed with, and cleared by, the clinical coordinator or department chair. If the student/faculty member answers "Yes" to any questions on SECTION 1 on the form, the student will **NOT** be allowed to enter the MRI scan room. If any chance a student is "Not Cleared" by SUNY Broome, but is "cleared" by the facility, the individual is **NOT** allowed to go into the scan room. The student/faculty member must stay in control at all times, even emergency situations.

**Note:** "Not cleared" refers to an individual being unsafe to enter the MRI scan room. The individual needs to remain in MRI control at all times. "Cleared" refers to an individual being deemed safe to enter the MRI room by the clinical coordinator and/or department chair.

For example: If a student has metal flakes in his eyes from working in a machine shop 20 years ago, he would have answered "yes" to this question in SECTION 1 of the screening form. Therefore, this student would not be cleared to enter the MRI room per SUNY Broome's standards, however the facility may feel this student is "safe." Regardless of the facility's decision, since this student has not been cleared by SUNY Broome, they are prohibited from going into the MRI scan room.

If the student/faculty member is deemed "not cleared" or "unsafe" by SUNY Broome, it is the individual's responsibility to tell the MRI staff at the site that they have not been cleared to enter the MRI room, and are to remain in MRI control **AT ALL TIMES**.

SUNY Broome students are not to be in the MRI room at any time while an MRI scan is in progress.

Program policies reflect current American College of Radiology (ACR) Magnetic Resonance safety guidelines.

[ACR Manual on MR Safety](#)

### **Magnetic Resonance Imaging (MRI) Safety Information**

Magnetic Resonance Imaging (MRI) uses a very large magnet and radiofrequency waves in order to obtain diagnostic images. Magnets can come in different strengths and are usually measured in Tesla. Tesla (T) measures magnetism and clinical MRI scanners usually range from about 1.2 to 3 Tesla. To put this in perspective 10,000 Gauss is equal to 1 Tesla, which means a clinical MRI magnet is 10,000 times the strength of the earth's magnetic pull. Because these magnets are so strong, it is very important patients, staff and volunteers are properly screened before entering an MRI environment.

When patients undergo a surgical operation, certain procedures involve implanted devices. Certain implants, such as orthopedic items (pins/screws/etc. in bone) are considered safe, whereas others, such as brain aneurysm clips or pacemakers are considered unsafe. However, with more advances in technology, some pacemakers, and aneurysm clips are becoming MRI compatible. Many implants can be MRI compatible, meaning under certain scanning parameters and conditions, they can be safely scanned.

It is the MRI technologist's responsibility to properly screen patients before undergoing an MRI procedure. Usually, the technologist has access to information regarding implants and their MRI safety. The technologist may need to know the make and model numbers, the type of device, etc. before determining a patient's safety. Certain implants can be scanned on a 1.5T (Tesla) magnet, but could be considered unsafe on a 3T (Tesla) magnet. Some patients may be told they can never have an MRI because of their surgical history and what they have implanted inside their body. Other patients may need to wait to have their MRI until more information is obtained. Medical devices are considered MR safe, MR conditional or MR unsafe.

**Mechanical Devices:** Implanted mechanical devices become an issue with MRI because strong magnets can alter how a mechanical device works or can stop it entirely. With pacemakers, an MRI can cause the pacemaker to produce erratic rhythms or can stop its function. This could result in death to the patient. Interventricular mechanical shunts (shunts in the ventricles of the brain) are calibrated by magnets, and adjusted by a physician to determine how much or how little cerebral spinal fluid flows from the ventricles. The MRI can alter the mechanics of the shunt and may alter the shunt to be set at the wrong setting. Usually, patients have to get their shunts checked before and after an exam to make sure they are set back properly.

**Vascular Devices:** Vascular devices include things such as, coils, filters, stents and grafts. They can be made with a variety of materials, but usually have some sort of metal component. This is where it becomes the technologist's job to investigate what type, make, model, and date the implant was placed to determine its safety. If a coil, filter, stent or graft is not safe, three things could happen. First, the implant could be moved from its original location in the vessel. Second, it could be ripped from the vessel tearing the vessel and surrounding structures. Third, it could heat up from the radiofrequency pulses of the magnet and cause damage and burns to the vasculature.

**Orthopedic Items:** This includes hip replacements, screws, rods etc. Orthopedic items are most often safe because they are embedded in bone, and usually will not move from the site of implantation. Some facilities have different protocols and need to wait a certain time frame before scanning patients.

**Misc. Items:** Any patients or staff who has had a history of shrapnel, BBs or bullets in their body should not be scanned or allowed in the room. It is difficult to tell what kind of metal the shrapnel is made from, and if it is pulled from the original location, it can cause internal damage. If a patient/staff member/student has any metal fragments or slivers in their eyes (from working in a machine shop/factory) the patient/staff/student should not go into the MRI room or have an MRI performed. Eyes do not form scar tissue to help keep any fragments in place; therefore any metal can be ripped from the eyes causing serious damage or blindness.

\*\*Each facility has different protocols and procedures in place regarding their MRI safety, and what they will or will not scan. MRI Technologists will also speak directly to radiologists to get clearance or determine if a patient is or is not "MRI safe."

**After being designated "MRI Safe":**

Once patients/students/staff are designated safe to enter the MRI scan room, they must empty their pockets and remove any metal from their person. This includes, but is not limited to, cell phones, hearing aids, hair pins/barrettes, metal pens, watch/jewelry, beeper, nail clippers, paperclips, coins/money clip, credit cards/bank cards, dangling piercings/jewelry, magnetic strip cards, keys, stethoscopes, metal badges, etc. Any of these items can be pulled into the magnetic field, and become projectiles or missals. The magnetic field is so strong it can easily pull in any of these small items so quickly, that usually a person does not realize it until they hear the object bang and lodge in the magnet. Hair pins can be ripped from a person's hair, and pens can be pulled from pockets. Follow each facilities protocol for emptying pockets and becoming metal free.

**Equipment:** MRI departments usually have MRI safe wheelchairs, stretchers, oxygen tanks, monitors, etc. clearly marked. No other types of devices should be brought in the MRI scan room. As a student, you should **never** bring anything into an MRI suite unless instructed by a technologist.

I \_\_\_\_\_ attest that I have read and understand the contents of this Magnetic Resonance Imaging (MRI) Safety Information form. I also attest that I have understood and attended the MRI Safety Powerpoint presentation given by either Clinical Coordinator Kristen Yetter M.S., Ed., R.T. (R) (MR), or the department chair, Colleen Donahue M.S., Ed., R.T. (R) (MR). I had the opportunity to ask questions and discuss any information with the clinical coordinator and/or the department chair.

Student/Faculty Signature:

Date

\_\_\_\_\_

\_\_\_\_\_

Clinical Coordinator/Dept. Chair:

Date

\_\_\_\_\_

\_\_\_\_\_

## Steps Taken to Prepare Students for MRI Safe

### Practices SUNY Broome Rad Tech

#### Program

1. Students and Faculty members are required to read over the Magnetic Resonance Imaging (MRI) policy in their Program Policy Handbook.
2. Students are required to attend a powerpoint presentation on MRI safety (this will be provided in the fall semester for first year radiography students). The presentation will be given by the clinical coordinator Kristen Yetter M.S., Ed., R.T. (R) (MR), or the department chair, Colleen Donahue M.S., Ed., R.T. (R) (MR). (Faculty will attend this presentation Biannually).
3. In addition to the power point presentation, the instructor will go over the "Magnetic Resonance Imaging (MRI) Safety Information" sheet with the entire freshman class and faculty(at the time of the powerpoint presentation). Time will be given to ask questions and to hold discussions regarding MRI safety.
  - Students and faculty are required to sign the "Magnetic Resonance Imaging (MRI) Safety Information" sheet stating that they have read and understood it, as well as attended the power point presentation. (The "Magnetic Resonance Imaging (MRI) Safety Information" will be kept on file).
4. Students/faculty will then be required to read and complete the "Radiologic Technology MRI Screening Form." The clinical coordinator and/or department chair will speak to each student/faculty member individually to go over this form and make sure the information is accurate and up to date. The student/faculty is required to sign, as well as the clinical coordinator or department chair. (The student/faculty member will also be required to fill out an MRI screening form specific to the MRI facility).

The "Radiologic Technology MRI Screening Form" will be:

- kept on file at the college
- completed by the student in the fall semester of the first year (completed biannually for faculty members)
- completed a second time at the end of the spring semester of the first year
- the responsibility of the student/faculty member to update with surgeries/implants

**Note:** Each form required to be completed and signed by students/faculty will also be included in the program policy handbook for reference.

Student/Faculty Name: \_\_\_\_\_

(To be completed by instructor after screening is filled out).

Student/Faculty is MRI safe

Student/Faculty is NOT MRI safe

Radiologic  
Technology MRI  
Screening Form

Students enrolled in the Radiologic Technology program at SUNY Broome Community college must complete a mandatory rotation through the imaging modalities, including but not limited to, Magnetic Resonance Imaging (MRI). MRI uses a large magnet and radiofrequency waves to obtain an image, therefore there are possible risks to individuals who may have certain metal or ferrous implants.

In order for SUNY Broome radiology students to observe in the MRI environment, they must complete this screening form in order to determine their safety in this modality.

Students and Faculty are responsible for filling out this screening form and reviewing it with the Clinical Coordinator, Kristen Yetter M.S., Ed., R.T. (R) (MR), or the department chair, Colleen Donahue M.S., Ed., R.T. (R) (MR). Students and faculty cannot enter the MRI modality without a signature from the clinical coordinator or department chair, and a copy must be kept on campus. It is the individual's responsibility to let the clinical coordinator or department chair know of any changes to this form, or any new surgeries or implants.

Students and faculty may also be required to fill out an additional MRI screening form that is specific to the site where they will observe. This form **must** be filled out if the student is to enter the MRI scan room. The student/faculty member is required to follow department policies regarding screening and clearance to enter MRI scan room. Students/faculty must also follow department policies on emptying pockets/removing metal objects before entering.

If a student/faculty answers "Yes" to any of the questions in the first section of the SUNY Broome MRI screening form they are **NOT** allowed to enter the MRI scan room. These individuals are considered "unsafe" and must stay in MRI control **at all times**. If an individual is NOT cleared by SUNY Broome, but is cleared at the clinical facility, the individual will **NOT** be allowed in the MRI scan room. It is the individual's responsibility to let MRI faculty at the site know that they have not been cleared and are not allowed in the room. If an individual is not cleared, they are not allowed to enter the MRI scan room for any situation (this includes emergencies).

No SUNY Broome students/faculty will be allowed in the MRI scan room while an MRI exam is in progress.

Please sign stating you have read and understand the policies for this MRI screening form:

Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

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

Student/Faculty Name: \_\_\_\_\_

## Magnetic Resonance Imaging (MRI) Screening Form

Please answer all questions on this form. Do not leave any questions blank. If you have any questions regarding certain implants/surgeries/etc. please discuss with the Clinical Coordinator or Department Chair.

**The following items may interfere with an MRI and some can be potentially hazardous. Please indicate if you have the following:**

### Section 1

- |  |     |    |
|--|-----|----|
| Cardiacpacemaker/defibrillator _____                                 | Yes | No |
| Internal electrodes or wires _____                                   | Yes | No |
| Heart valve prosthesis _____   | Yes | No |
| Pill cam/endoscopy devices _____                                     | Yes | No |
| Eye prosthesis/spring _____  | Yes | No |
| Any type of coil (if yes, what type?) _____                          | Yes | No |
| -----  |     |    |
| Any type of filter (if yes, what type?) _____                        | Yes | No |
| -----  |     |    |
| Any type of stent (if yes, what type?) _____                         | Yes | No |
| -----  |     |    |
| Brain aneurysm clip(s) _____   | Yes | No |
| Brain aneurysm coil(s) _____   | Yes | No |
| Intraventricular shunt _____   | Yes | No |
| Implanted drug infusion device _____                                 | Yes | No |
| Implanted insulin pump _____   | Yes | No |
| Bone growth stimulator _____   | Yes | No |
| Neurostimulator (TENS unit) _____                                    | Yes | No |
| Middle ear/cochlear implant _____                                    | Yes | No |
| Shrapnel/bullet(s)/ or BBs _____                                     | Yes | No |
| Any chance of metal fragments in your eyes (machine shop work) _____ | Yes | No |
| -----  |     |    |
| Penile implant/prosthesis _____                                      | Yes | No |
| Any chance of pregnancy _____  | Yes | No |

**If you answered yes to any of the questions above, you will need to discuss with Clinical Coordinator and/or Department Chair and will not be allowed in the MRI scan room.**

### Section 2

- |  |     |        |
|--|-----|--------|
| Hearing aid _____  | Yes |        |
| No Endoscopic clip(s) (if yes, date placed?) -----       |     | Yes    |
| No Any type of surgical clips/wire sutures/staples ----- |     | Yes No |
| Tissue expander _____                                    | Yes |        |
| No Tattoos/permanent makeup _____                        | Yes |        |
| No Pierced body parts _____                              | Yes |        |
| No Catheter _____  | Yes |        |
| No Artificial limb _____                                 | Yes |        |
| No Artificial joint _____                                | Yes |        |
| No Surgical Mesh or IUD _____                            |     |        |
| Yes _____  | No  |        |
| No Radiation Seeds _____                                 |     |        |
| Yes _____  | No  |        |
| No Orthopedic items (pins/rods/screws) _____             |     |        |
| -----  | Yes | No     |
| MedicationPatches _____                                  | Yes |        |
| No Wig/Hair implants _____                               | Yes |        |
| No Any other implanted item _____                        | Yes | No     |



Student/Faculty Name \_\_\_\_\_

**Magnetic Resonance Imaging (MRI) Screening Form  
 (cont.)**

Have you ever had a surgical procedure or operation of any kind? ----- Yes

No (This includes birth to present day).

If yes, please list:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Before entering the MRI department students/faculty should remove any ferrous materials from their body or in their pockets. This includes, but is not limited to:**

- |                       |                            |                     |                      |               |
|-----------------------|----------------------------|---------------------|----------------------|---------------|
| Cell phones           | hearing aids               | hair pins/barrettes | metal pens           | watch/jewelry |
| Beeper                | nail clippers              | paperclips          | coins/money clip     | keys          |
| creditcards/bankcards | dangling piercings/jewelry |                     | magnetic strip cards |               |

I \_\_\_\_\_ attest that the above information on the SUNY Broome Community College Magnetic Resonance Imaging (MRI) screening form is correct to the best of my knowledge. I read and understand the contents of this form, and had the opportunity to ask questions and discuss any information with the clinical coordinator and/or the department chair. I understand that it is my responsibility to keep this form updated and to make the clinical coordinator and/or department chair aware of any changes to my surgical history or any implants or devices that I may have.

Student/Faculty Signature:

Date

\_\_\_\_\_  
 -----

(To be completed by Clinical Coordinator/Department Chair)

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, student/faculty member \_\_\_\_\_ is considered safe for MRI observation based on the information provided on this form for SUNY Broome. However, the individual must still complete facility specific screening form in addition to this

form. Clinical Coordinator/Dept. Chair Signature:

Date

\_\_\_\_\_  
 \_\_\_\_\_

## RADIOLOGIC TECHNOLOGY STUDENT

# **Additional Policy Pages**

## **REGARDING THE PROGRAM MANUAL**

The following pages cover pertinent information regarding further program policies. They were originally each set up to be signed by the student, however since COVID-19, you will only be required to complete/sign the online form: **“Affirmation of Understanding”** that *covers signature of all* of our ***Program/Clinical Education Policies***. An example of the form is at the end of this Program Manual, however the actual link to the online form students need to complete/sign is provided in the manual. Students will be given a due date once everyone has had an opportunity to review, discuss, and answer any and all questions regarding the Program/Clinical Education Policies.

**SUNY Broome Community College  
Department of Radiologic  
Technology Binghamton, New York**

**I agree, I will, I understand, etc.**

**Upon completing/signing “Affirmation of Understanding” online form, I agree that I have received and read both of the Radiologic Technology Program Policy Manual and Clinical Education Manual thoroughly.**

- I understand that I will be working with a variety of peers, instructors, and patients during my education and that I will demonstrate professional conduct as instructed and outlined in the policy manual.
- I understand that hands-on learning will be required of me and that I may be used as a “mock patient” for procedures such as positioning, patient care, venipuncture, and possibly on clinical affiliation.
- I will demonstrate conduct that reflects respect and courtesy in all interactions and understand the “zero tolerance” policy regarding chemical impairment and its related disciplinary policy.
- I agree that if I receive medical care for an acute injury or condition, I must produce a signed physician “full clearance with no limitations” and “Waiver of Responsibility” form prior to participating in class/lab or clinical activities as per the program.
- I agree to abide by HIPAA Compliance.
- I agree to abide by the cell phone/smartwatch/electronic devices/recording devices policy.
- I agree to return my dosimeter/s and name badge at completion of the program and/or due to failure/dismissal from the program.
- I understand there is no refund for dosimeters upon graduation and/or failure/dismissal from the program.
- **In accordance with requirements of departmental accreditation, I give permission for my academic records to be reviewed by members of the Accreditation Team.**
- I approve the use of photos, audio or videotapes taken of me for instructional or promotional purposes.
- **I agree to abide by *all* policies contained within the Program and Clinical Education Policy Manuals.**

**By completing/signing the “Affirmation of Understanding” online form, I agree to follow all Program and Clinical Education policies.**

## **Additional Policies:**

### **Academic Honesty Expectations**

The faculty and staff of the Health Science Division and Broome Community College view academic integrity in the highest regard. Academic integrity is a central tenet of education and forecasts future ethical and moral conduct in the professional world. Therefore, students are expected to uphold standards of intellectual and academic integrity. The Health Science Division supports the college- wide Academic Honesty Policy. These expectations do not supersede the college policy, but are intended to further clarify that policy for this division.

Academic integrity requires all students to do their own work, and to acknowledge the work of others when presenting their work. Academic dishonesty, including plagiarism, giving or receiving unauthorized help before, during or after an examination, multiple submissions, unauthorized collaboration, fabrication and misrepresentation, forgery, sabotage, and bribery can result in serious academic penalties, including loss of credit on an assignment, failure of the entire course, or dismissal from the academic program or the College.

### **Definitions and Examples**

The examples given below are intended to clarify academic honesty and integrity standards and are by no means an exhaustive list.

#### **• Network Information**

In accordance with the Acceptable Use Policy for Information Technology Found at <http://devw.sunybroome.edu:8080/its.aspx?id=342>, logging onto the BCC Network acknowledges that you understand and agree to abide by the Acceptable Use Policy Terms and Conditions for Use of SUNY Broome Community College Computer Account. One requirement that specifically relates to distance education states that you may NOT give your password to or offer your SUNY Broome Community College Computer account to anyone. That means that no one but you can use your password to enter an online SUNY Broome Community College course, and that you cannot let another person view or work within a course under your account by logging in for them.

#### **• Plagiarism**

Plagiarism includes presenting the work of another as one's own (including papers, words, ideas, information, computer code, data, evidence-organizing principles, or style of presentation taken from the Internet, books, periodicals, or other sources). The instructor reserves the right to utilize electronic means to help prevent plagiarism. Students agree that by taking any RAD TECH course all assignments are subject to submission for textual similarity review to SafeAssign and/or any other required college approved format. Assignments submitted to SafeAssign will be included as source documents in SafeAssign's restricted access database solely for the purpose of detecting plagiarism in such documents. Students are not to utilize chatgpt or any AI software for papers, projects, and/or assignments.

- **Cheating on Examinations**

Cheating on examinations involves giving or receiving unauthorized help before, during, or after an examination, intentionally allowing other students to view one's own examination, distributing examination materials, and unauthorized retention of examination materials. Examples of unauthorized help include the use of notes, texts, "crib sheets", websites, electronic documents or notes, and computer programs during an examination (unless specifically approved by the instructor), or sharing information with another student during an examination (unless specifically approved by the instructor), sharing information with another student during or after practical or proficiency exams, and distributing or using unauthorized examination materials.

- **Unauthorized Collaboration**

Unauthorized collaboration involves students working together on examinations and/or assignments and representing it as one's own effort, is unauthorized. Seeking and providing such assistance is a violation of academic honesty. However, collaborative work specifically authorized by an instructor is allowed.

- **Multiple Submissions**

Multiple submissions involve submitting substantial portions of the same work for credit more than once without the explicit consent of the instructor(s) to whom the material is submitted for additional credit. In cases in which there is a natural development of research or knowledge in a sequence of courses, use of prior work may be desirable, or required. However, the student is responsible for indicating in writing that the current work submitted for credit is cumulative in nature.

- **Repercussions**

In addition, if the validity of an assignment, quiz, or exam is questioned by the instructor, the student may be required to retake the same exam, take a different exam over the same content material, or take an oral exam from the instructor to validate the student's submission. In addition, the student may be required to arrange for approved proctored testing for the test in question or the remainder of the course.

I have read and understood the Academic Honesty Expectations and agree to follow them for all of my coursework.

**By completing/signing the "Affirmation of Understanding" online form, I agree to follow all Program and Clinical Education policies.**

Created 10/5/10 by Health Science Division Council

## Statement of Professional Standards

A student entering the profession of Radiologic Technology must understand that they are entering a career field of medicine that requires certain professional standards that other career choices may not. Professional dress appearance and modes of communication must be of certain standards in order to maintain the confidence and care of the patient. Patients under the care of the radiographer present themselves in all ages, cultures, and various ethnic origins, therefore trendy modes of dress and appearance are **NOT** allowed.

The program has an established dress code and a code of conduct you **MUST** follow throughout the academic year.

Your completing/signing of the “Affirmation of Understanding” online form is your agreement to follow the statement of professional standards and indicates that you understand the requirements of the program and that you agree to abide by program standards.

**By completing/signing the “Affirmation of Understanding” online form, I agree to follow all Program and Clinical Education policies.**

## Letter of Recommendation Release Form

Name (print): \_\_\_\_\_

By signing this form you are giving the faculty of the Radiologic Technology Program permission to write letters of recommendation on your behalf. You are also giving the faculty permission to discuss via telephone or electronic means your candidacy for positions (such as employment, grants, college admission, and the like) with representatives of the agency with which you are seeking such positions.

In written, electronic, and verbal communications, you agree that the faculty of the Radiologic Technology Program may (among other things):

- Discuss your academic performance in all of the courses you have completed at Broome Community College.
- Discuss information you provide to the department on your resume, transcripts, and other materials you may provide
- Discuss general and specific impressions of your qualifications for the position being applied for based on experiences working with you and materials you have provided to the Department
- Discuss all previous work experiences and extracurricular activities

**By completing/signing the “Affirmation of Understanding” online form, I agree to follow all Program and Clinical Education policies. I agree to permanently waive my right to read or review letters that have been written on my behalf at any time in the future.**

# The ALARA Concept

"ALARA" is an acronym for "As Low As Reasonably Achievable".

ALARA is a basic radiation protection concept or philosophy. It is an application of the "Linear No Threshold Hypothesis," which assumes that there is no "safe" dose of radiation. Under this assumption, the probability for harmful biological effects increases with increased radiation dose, no matter how small. Therefore, it is important to keep radiation doses to affected populations (for example, radiation workers, minors, visitors, students, members of the general public, patients, etc.) as low as is reasonably achievable.

To keep radiation exposure to a minimum is a philosophy of the Broome Community College Radiologic Technology Program. One of its primary aims is to reduce the dose incurred by an occupational worker; another equally important ALARA goal is to minimize radiation exposure to the patient. Reducing radiation exposures to levels that are "as low as reasonably achievable" has long been a goal of radiation safety programs. The concern over possible genetic effects (effects that can be passed from adults to their children) in the 1960s led the Atomic Energy Commission (AEC), the predecessor to the Nuclear Regulatory Commission (NRC) and the Department of Energy (DOE), - two federal regulatory authorities in the United States - to require that human exposures be kept "as low as practicable" (the "ALAP" philosophy).

By my signature I will comply with the "ALARA" concept. I will accomplish this by remembering time, distance and shielding.

**By completing/signing the “Affirmation of Understanding” online form, I agree to follow all Program and Clinical Education policies.**



## ***“Affirmation of Understanding”***

***My signature indicates that I have received SUNY Broome Community College Department of Radiologic Technology’s “Program Policy Manual” and “Clinical Education Manual”. I have read both manuals, understand them, had ample time to ask questions regarding all the “Program and Clinical Education Policies”, I acknowledge and agree to abide by all the “Program and Clinical Education Policies”. All students are expected to complete/sign the online form. These are policies tied together with and followed by the program, accreditors, clinical, and our profession. If you choose to not sign the online form, you are not able to attend clinical and /or carry forth in the program didactic components per the program in lieu of safety for patients, working with ionizing radiation, and working with energized radiology equipment.***

***I am aware that failure to comply with the rules and regulations may mean dismissal from the Radiologic Technology Program.***

***Click on title above “Affirmation of Understanding” and it will take you to the online form that must be filled out by each student.***